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ABSTRACT

This study examines three areas of concern to school districts: a) the policies of supplemental remuneration for teachers currently maintained by the school districts, b) the extent of teacher absenteeism in the districts, and c) the possibility of relationships between policies for supplemental remuneration and teacher absenteeism. Five study councils were created; they were composed of 56 districts. A questionnaire was distributed to all member districts in the five councils. Each district was requested to indicate the provisions it made for financial security, health, service connected benefits, professional growth of teacher and practices for reporting and recording absences. Data were obtained concerning numbers of absences by teachers for sickness, personal reasons, and bereavement. Measures of absenteeism were calculated for each district, council, and the entire sample; all but six of the 56 districts responded. A prone or resistent pattern of absenteeism was observed in each district; however, further study to determine selected variable is necessary. Appendixes include legal bases for personnel policies concerning teachers, special examples of personnel policies, indexes of absences 1968-69, forms and records for leaves of absences, member school districts and a seven-item bibliography. (MJM)

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TEACHER ABSENTEEISM
AND
RELATED POLICIES
FOR
SUPPLEMENTAL REMUNERATION

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PREFACE

At a meeting of superintendents in Study Council Group E in December 1969, Dr. Robert Vermeulen discussed the results of a study he conducted in Upper Merion regarding teacher absenteeism. The group then agreed that a more extensive study of the problem should be undertaken, involving all 14 districts in that Council. Subsequently, the other four councils endorsed the project as a joint venture, and the Study Council staff was requested to devise an instrument for data collection and to prepare a summary report.

As work progressed on the study, it became apparent that the value of the findings would be enhanced substantially by incorporating information concerning related personnel policies. Accordingly, this report deals with policies for supplemental remuneration along with data on the incidence of teacher absenteeism.

Initial plans also projected the need for in-depth research regarding trends in absenteeism as well as relationships pertaining to a number of selected variables of a specific nature. Furthermore, the variations in quality and reliability of existing procedures in school districts, for recording data on absences of teachers, were such as to suggest strongly the need for developing prototypes or model systems that might be more effective. It is anticipated, therefore, that subsequent phases of the overall study will focus on those objectives.

The reader of this report will appreciate the important role of the chief administrators and the personnel directors of the 56 districts that participated in the overall study. The conclusions presented here were made possible only through considerable investment of time and effort by these individuals in compiling and providing data concerning personnel policies and absenteeism in their districts.

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INTRODUCTION

A distinct trend toward increased absenteeism by employees throughout the nation has become apparent in recent years. In New York City, absenteeism by teachers is reported to have risen 50 percent in the past three years, and now averages 7.5 percent each day (twice as high as for the city's office workers). At General Motors Corporation, Board Chairman John M. Roche reports that the monthly absenteeism rate in GM plants this year has reached six percent, up from five percent a year ago. On a given day GM absenteeism may be as high as 13 percent or about one out of every seven or eight production workers scheduled to work. During 1969-70 in Philadelphia, an average of 1,000 teachers were absent daily, amounting to an average of 13 days per teacher or a rate of between 7 and 8 percent.

Neither the private nor public sector seems to have been spared. The costs in the industrial field are alarming. Production costs spiral as the quality of the product tends to go down. Accordingly, the consumer is forced to pay higher retail prices or increased taxes for which he often receives a product of lesser quality in return.

Meantime, employers have blamed a variety of factors for the escalating rates of absence, including:

- Urban transportation problems
- Women who take jobs for "luxury money"
- Alcohol and drugs
- Young, hedonistic employees
- Marital and family troubles
- Child care
- Extended holidays
- Hiring of hard-core jobless
- Lack of interest in the job

The current economic downturn around the nation, accompanied by rising unemployment and job scarcity, seems to have prompted employers to apply special remedies for absenteeism. For example, the Sylvania Corporation plant in Woburn, Massachusetts reports absenteeism down a little after "a few layoffs" that left the plant with "a greater percentage of employees who are permanent, steady workers" less likely to take days off. However, jobs in the public sector generally are protected under tenure or by merit systems and, as yet, absenteeism of itself is not regarded as sufficient cause for dismissal of an employee. However, the School District of Philadelphia is planning to tighten controls on sick leave by teachers in an effort to cut down on what the district considers abuse of the yearly allowance of ten days of sick leave with full pay accorded teachers.

While the search continues for effective ways of controlling absenteeism, employers still lack suitable yardsticks for measuring rates of absenteeism. At what point does absenteeism constitute an abuse of privileges? What are the pertinent parameters involved in absenteeism as they apply to a given industry or institution, and how can meaningful comparisons be made?

Indeed public education shares the problems and concerns of other enterprises beset with employee absenteeism at the present time. And yet, teacher absenteeism has been essentially an unstudied problem where remediation has been based largely on conjecture and intuitive judgment. Hopefully, the study reported on the following pages will provide data and insights conducive to more rational approaches to the problem.

Objectives of the Study

This study was initiated with the intention of examining, at least in part, three questions of immediate concern to school districts.

1. What policies for supplemental remuneration of teachers are currently maintained by the school districts comprising our five study council groups?

2. What is the extent of teacher absenteeism in the districts?

3. Are there relationships between policies for supplemental remuneration and teacher absenteeism? If yes, what is the nature of those relationships?

Reasearch Methods

In order to ascertain the benefits for supplemental remuneration provided to teachers, both in 1968-69 and in 1969-70, a questionnaire was devised and distributed to all member districts in the five councils. Each district was requested to indicate the degree to which it made provisions for financial security, health and service-connected benefits, and professional growth of teachers. Information was also sought regarding practices for reporting and recording leaves of absence.

Additionally, data were obtained concerning numbers of absences by teachers for sickness, personal reasons, and bereavement. Measures of absenteeism were then calculated for each district, while overall measures of absenteeism were computed for each Council and for the entire sample.

Finally, through correlational analysis, absenteeism was examined relative to the various policies for supplemental remuneration. Absenteeism data for the individual districts were grouped according to whether or not specific benefits were available to teachers. Significant differences in absenteeism between opposing groups were then noted.

Profile of the Sample

In all, 56 districts from the five Study Councils participated in the study. Six districts were unable to provide data regarding absences by teachers. Therefore, the responses of these districts to the policy survey (Part I) were excluded only when correlations were made between policies and absenteeism (Part II).

Listed below are the names and code numbers of the participants. Elsewhere in this report the districts are referred to frequently by the code numbers which serve only to identify the districts.

Code	District
#1	Antietam
#2	Boyertown Area
#3	Carlisle Area
#4	Cheltenham Twp.
#5	Coatesville Area
#6	Collingdale
#7	Cornwall-Lebanon
#8	Daniel Boone Area
#9	Darby-Colwyn Joint
#10	Derry Twp.
#11	Downingtown Area
#12	Gettysburg Area
#13	Governor Mifflin
#14	Great Valley
#15	Hanover Borough
#16	Hatboro-Horsham
#17	Haverford Twp.
#18	Interboro Joint
#19	Jenkintown
#20	Kennett Consolidated
#21	Lansdowne-Aldan Joint
#22	Lebanon
#23	Lower Moreland Twp.
#24	Marple Newton
#25	Mechanicsburg Area
#26	Methacton
#27	Middletown Area
#28	Norristown Area

Code	District
#29	North Penn
#30	Owen J. Roberts
#31	Oxford Area
#32	Penn-Delco Union
#33	Phoenixville Area
#34	Pottsgrove
#35	Pottstown
#36	Radnor Twp.
#37	Ridley
#38	Sharon Hill
#39	Shippensburg Area
#40	Souderton Area
#41	Springfield (Delco)
#42	Springfield (Montco)
#43	Spring-Ford Area
#44	Swarthmore-Rutledge
#45	Tredyffrin-Easttown
#46	Upper Adams
#47	Upper Darby Twp.
#48	Upper Dublin
#49	Upper Merion Area
#50	Upper Perkiomen
#51	Waynesboro Area
#52	West Chester Area
#53	Wilson
#54	Wissahickon
#55	Yeadon
#56	York City

PART I
CHAPTER ONE

SUPPLEMENTAL REMUNERATION - THE CONCEPT

Employee remuneration supplementing a basic salary or wage has become widely accepted as an economic concept throughout the Nation. Provisions for supplemental remuneration, often referred to as "fringe benefits", have increased sharply since World War II to a point where they are now integral aspects of personnel and salary policies in most industries and institutions.[1] By 1963, the U.S. Chamber of Commerce reported, "average payments for fringe benefits, expressed as a percentage of salary, totaled 25.6 percent", a figure that reached 27.3 percent in 1969.[2]

There are probably as many definitions of "fringe benefit" as there are attempts to define the term. In order to avoid any misconceptions that might arise, that term is not used in this study. Instead, the present study considers as supplemental remuneration all benefits which are an integral part of the compensation plan for teachers, and are available through the district:

- At a direct cost to the district itself, or to State and/or Federal agencies, over and above costs for salaries.
- As provisions to meet needs that often can be secured with greater economic advantages under group programs.
- Not as physical working conditions, salary substitutes, nor services that can and are provided by teachers' organizations for their members.

Thus, supplemental remuneration is considered supplemental because it is available in addition to the basic salary of the teacher. Such remuneration is sometimes received in dollars and cents, as in the case of Personal Leave for civic duty, or it may be provided in the form of essential services such as health care.

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1 New Jersey Education Association, Fringe Benefits, Trenton, New Jersey: the Association, 1965, p.3.
2 Chamber of Commerce of the U.S., Fringe Benefits - 1969 Washington, D.C.: the Chamber, July 1970

A useful approach to classifying benefits of supplemental remuneration for teachers, developed by the National Education Association,[3] views such benefits in light of the purposes they serve in meeting the needs of the teacher. A modification of that approach is employed in the present study whereby benefits relating to supplemental remuneration are classified according to three categories.

- Financial Security.
- Health and Service-Connected Benefits.
- Professional Growth.

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3 National Education Association, Guidelines to Fringe Benefits for Members of the Teaching Profession, Washington D.C.: the Association, 1969

PART I
CHAPTER TWO

PROVISIONS FOR FINANCIAL SECURITY

Provisions for financial security protect the teacher against loss of income when absent from work, provide for the fiscal security of his dependents in the event of his untimely death, and insure continuous income upon his retirement from the profession. Benefits that contribute to financial security include leaves of absence for sickness, "personal" reasons, bereavement, civic duty, and maternity. Insurance benefits provide coverage for supplemental income in case of prolonged disability and for cash awards to the teacher's dependents when he dies. At retirement, in addition to benefits from a statewide retirement plan, a teacher may expect delayed income from a tax-sheltered annuity and "one-time-only" cash awards such as longevity pay and severance pay from his district. Throughout his career and extending into retirement a teacher may meet personal emergencies with low-cost loans and a good return on savings offered by his professional employees' credit union.

The following sections examine the extent to which 56 districts made provisions for the financial security of their teachers in 1969-70 (see Table 1).

Table 1

PROVISIONS FOR FINANCIAL SECURITY OF TEACHERS
1969-70

Benefits	School Districts N = 56	
	Number	Percent
Sick Leave	56 Dist.	100.0%
Additional Sick Leave	20	35.7
Personal Leave	56	100.0
Bereavement Leave	56	100.0
Maternity Leave	21	37.5
Severance Pay	21	37.5
Voluntary Annuity Plans	51	91.1
Life Insurance	32	57.1
Credit Union	1	1.8
Income Protection Insurance	22	39.3
Longevity Pay*	6	-

* Survey did not seek information regarding this benefit. However, six districts indicated that they provide longevity pay.

Sick Leave

The intent of sick-leave benefits is to protect the teacher against loss of salary for absence during illness.

- All 56 districts complied with the State mandates regarding sick leave.
- Twenty districts, however, provided additional sick-leave days for teachers. Eleven districts granted a specific number of days per year, while the remaining nine districts granted additional days on a discretionary basis (Tables 2 &3).
- Only one district (#54) permitted the cumulation of unused additional sick leave (Table 3).
- In most cases, the compensation for additional sick leave was full pay less the pay of a substitute (Table 3).
- Concerning "proof of illness" upon return from illness, 23 districts stipulated a specific number of days of absence after which proof was mandatory. Four districts required a doctor's certificate or other "proof of illness" each time leave was used. However, 14 districts never required proof (Table 4).
- Fifteen districts required "proof of illness" conditionally, that is, only if and when the validity of the absence was questionable.
- Six districts reported that they anticipated changes in their sick-leave policies for 1970-71. Policy reformulations in four districts will involve the cumulation of unused personal leave by teachers for sick-leave purposes (Table 5)
- During 1969-70, a total of 37 districts in the sample required homebound teachers to call their principal and inform him of an impending absence (Table 6).
- Eight districts, an increase of two over 1968-69, maintained answering services to handle sick calls from teachers. Eleven districts utilized other reporting practices.
- In 53 districts, the person receiving a call from the teacher assigned a substitute (Table 7). Only two districts returned teachers' calls later in the day to verify absences.

Sick Leave (cont'd)

- Thirty-three districts reported that if the Board requests a teacher to take a medical examination in order to verify the nature and extent of his illness, the doctor who performs the examination may be selected by the Board.

- Absences for sickness were recorded on a weekly basis on the teachers' personnel records cards by the central offices in 16 districts (Table 8). Twelve districts recorded absences daily, while five districts performed the task annually.

Table 2

ADDITIONAL SICK-LEAVE DAYS PROVIDED TEACHERS
BEYOND THE STATE-MANDATED ALLOTMENT

1969-70

Policy	School Districts N = 56	
	Number	Percent
No Additional Sick-Leave Days	36 Dist.	64.3%
Additional Sick Leave Granted:		
Specified Days at one-half pay	3	5.4
Specified Days at full pay less substitute pay	6	10.7
Specified Days, full pay	2	3.6
No Limit to Days, full pay	6	10.7
No limit to Days at full pay less substitute pay	3	5.4
TOTAL	56 Dist.	100.0%

Table 3

POLICIES PROVIDING ADDITIONAL SICK LEAVE DAYS
BEYOND THE STATE MANDATE TO TEACHERS

1969-70

District	Policy for 1969-70
#4	X days at one-half pay where X = two times accumulated sick leave; no cumulation of additional sick-leave days
#6	No limit to the number of days at full pay less the pay of a substitute for a specific, prolonged illness
#9	No limit to the number of days at full pay less the pay of a substitute; discretionary
#10	30 days per year at full pay less the pay of a substitute with no cumulation of unused days
#11	No limit to the number of days at full pay; discretionary
#15	No limit to the number of days at full pay less the pay of a substitute at the beginning B.A. salary
#17	No limit to the number of days at full pay for all the experienced teachers; discretionary
#18	10 days per year at full pay less the pay of a substitute with no cumulation
#19	Liberal board attitude permits granting additional sick-leave days with full pay
#20	No limit to the number of days at full pay; discretionary
#21	5 days per year at full pay; no cumulation
#23	No limit to the number of days at full pay; discretionary
#27	10 days per year at one-half pay; no cumulation
#28	40 days per year at full pay less the pay of a substitute with no cumulation
#41	60 days per year at full pay less the pay of a substitute with no cumulation
#42	10 days per year at one-half pay; no cumulation
#47	X days at full pay less the pay of a substitute where X = total accumulated sick-leave days; no cumulation
#49	5 days per year at full pay less the pay of a substitute with no cumulation
#52	No limit to the number of days at full pay; discretionary
#54	2 days per year at full pay, accumulable, after six years of service; 5 days per year after ten years. 1 bonus day, accumulable for each year of perfect attendance

Code numbers refer to districts listed on page 3.

Table 4

PHYSICIAN'S CERTIFICATE OR OTHER PROOF OF ILLNESS REQUIRED UPON TEACHER'S RETURN

1969-70

Physician's Certificate Or Other Proof of Illness:	School Districts N = 56	
	Number	Percent
Never Required	14 Dist.	25.0%
Always Required	4	7.1
Required If Leave Extends Beyond Specified Number of Days:		
2 Days	2	3.6
3 Days	16	28.5
5 Days	3	5.4
25 Days	1	1.8
30 Days	1	1.8
Required Conditionally	15	26.8
TOTAL	56 Dist.	100.0%

Table 5

ANTICIPATED CHANGES IN SICK-LEAVE POLICIES FOR 1970-71

District	Policy for 1969-70	Policy for 1970-71
#10	Unused personal leave not accumulable from year-to-year	Cumulation of unused personal leave as sick leave
#21	10 days of sick leave per year, plus 5 additional days of sick leave that are not accumulable	Reduce the total sick-leave allotment to 10 days per year. Provide 2 conditional-leave days, accumulable to 5, that can be used for illness after sick leave expires
#25	Reasons for use of "emergency leave" limited. Unused "emergency days" not accumulable	Reasons for use of "emergency leave" expanded to include property settlement and employe graduation. Days accumulable at rate of 1 per year. Max. of 2 unused "emergency days" may be used per year
#29	10 days of sick leave per year	1 sick-leave day per month of contract, credited in advance
#42	Unused personal leave not accumulable	Cumulation of unused, personal-leave days
#51	Physician's certificate required after 2 days of absence	Physician's certificate not required for any sick leave

Code numbers refer to districts listed on page 3 .

Table 6

DISTRICT PROCEDURES FOR A TEACHER TO REPORT-IN SICK, 1969-70

When Sick and Unable to Teach, the Teacher Calls:	School Districts N = 56	
	Number	Percent
His Principal	37 Dist.	66.1%
Some Other Person	11	19.6
Answering Service	8	14.3
TOTAL	56 Dist.	100.0%

Table 7

DISTRICT PROCEDURES FOR ASSIGNMENT OF SUBSTITUTE TEACHERS, 1969-70

Person Who Assigns Substitute Teachers:	School Districts N = 56	
	Number	Percent
Same Person Who Is Called	53 Dist.	94.6%
Some Other Person	3	5.4
TOTAL	56 Dist.	100.0%

Table 8

DISTRICT PROCEDURES FOR RECORDING TEACHER ABSENCES, 1969-70

Absences Are Recorded:	School Districts N = 56	
	Number	Percent
Daily	12 Dist.	21.4%
Weekly	16	28.5
Biweekly	9	16.0
Semimonthly	3	5.4
Monthly	10	17.9
Bimonthly	1	1.8
Annually	5	9.0
TOTAL	56 Dist.	100.0%

Personal Leave, Short-Term

The intent of personal leave with pay for short periods of time is to protect the teacher against loss of salary when he is absent from work due to personal reasons. In this way, school districts recognize that aside from illness and disability, absences by teachers may be necessary because of urgent personal business, some form of civic duty, observance of religious holidays, and so on.

- All 56 districts granted short-term personal leave with pay for a variety of purposes or reasons (Table 9).

- Four districts deducted personal leave, when used, from the accumulated unused sick leave of teachers (#s 9, 22, 30, 44).

- Forty-six districts credited specific numbers of personal-leave days with pay to teachers at the beginning of the school year. The median number of days was 2.52 with a range of from 1 to 10 (Table 10).

- Teachers in 38 districts submitted reasons for each use of personal leave while in 18 districts they received specific allotments of personal-leave days for which no reasons were required (Table 11).

- Many districts placed restrictions as to when personal-leave days might be utilized by teachers (Table 12).

- In all, 49 districts permitted leave for religious holidays. However, 30 of those districts deducted leave days from the teachers' personal-leave allotments (Table 13).

- Policies that permit leave for jury duty were maintained by 48 districts. In most instances, teachers received full pay less the pay for jury duty. Other types of leave for civic duty which were frequently granted included appearance in court as a witness and examination for selective service (Table 14).

- Only three districts permitted leave to teachers for voting (Table 14).

- Since 1968-69, 12 districts have made major changes in their personal-leave policies (Table 15). Fourteen districts anticipate making alterations in personal-leave policies during 1970-71 (Table 16).

- Recent trends in revisions of personal leave involve liberalization of reasons, increases in the number of personal days alloted each year, and the cumulation of personal leave as such from year-to-year.

Personal Leave (cont'd)

- During 1969-70, five districts authorized the cumulation of unused personal leave (Table 17).
- Forty districts maintained procedures for requesting personal leave which differ from procedures used by teachers to request sick leave. (Some examples are listed in Table 18).
- Policies exist in 28 districts that permitted a teacher to use personal leave with pay for sick leave in the event the teacher expends his accumulated, unused sick leave.

Table 9

CATEGORIES OF REASONS ACCEPTED FOR
USE OF PERSONAL LEAVE

1969-70

Category	Examples
Legal Considerations	Settlement on Property Jury Duty & Court Appearance Adoption of Child Government Hearings
Personal Considerations	Business Marriage Moving Religious Holidays
Academic Considerations	Graduation Children to/from College
Medical Considerations	Family Illness or Surgery
Emergency Considerations	Disaster to Home/Rented Bldg. Involvement in Accident

Table 10

PERSONAL LEAVE FOR TEACHERS

1969-70

Policy for 1969-70	School Districts N = 56	
	Number	Percent
No Personal Leave Granted	0 Dist.	0.0%
Specified Days of Personal Leave: Granted per Year:		
1 Day	9	16.0
2 Days	24	42.8
1 to 3 Days	1	1.8
2 to 3 Days	2	3.6
3 Days	6	10.7
3 and one-half Days	1	1.8
2 to 4 Days	1	1.8
5 Days	1	1.8
Up to 10 Days	1	1.8
Personal Leave Only at Discretion of Board and/or Administration	10	17.9
TOTAL	56 Dist.	100.0%

Table 11

SUBMITTAL OF REASONS BY TEACHERS FOR USE OF PERSONAL-LEAVE DAYS

1969-70

Policy for 1969-70	School Districts N = 56	
	Number	Percent
No Reason Submitted	13 Dist.	23.2%
Reason Always Submitted	38	67.8
Reason Submitted for Part of Yearly Quota:		
1 of 2 Days	2	3.6
2 of 3 Days	3	5.4
TOTAL	56 Dist.	100.0%

Table 12

RESTRICTIONS COMMONLY PLACED ON THE USE OF YEARLY PERSONAL LEAVE BY TEACHERS

1969-70

- Five years of service in the district before a teacher may take personal leave
- Personal leave may not be taken on the two immediately preceding and following a school holiday
- Teachers may not take two consecutive days of personal leave
- Requests for personal leave not honored on the first and last scheduled days for the teachers in each school term
- Personal days may not be used to extend normal vacations or holidays
- Requests for personal leave not honored in the opening and closing weeks of school
- Requests for personal leave not honored in first five days and last five days of school

Table 13

PROVISIONS FOR RELIGIOUS-HOLIDAY LEAVE

1969-70

Policy	School Districts N = 56		
	Yes	No	No Response
Religious Leave Granted	49	5	2
Religious Leave Granted & Deducted From Personal Leave	30	19	0
Religious Leave Granted, Not Deducted, Teacher Receives Pay	17	1	1

Table 14

LEAVE FOR CIVIC DUTY GRANTED
TO TEACHERS
1969-70

Type of Civic Duty	School Districts N = 56	
	Number	Percent
Serve Jury Duty	48 Dist.	85.7%
Subpoena as Witness in Court	47	83.9
In Court as Defendant	37	66.1
Selective Service Exam	41	73.2
Military Reserve Duty	56	100.0
Vote in Public Elections	3	5.4
Election Work	3	5.4

Table 15

CHANGES MADE IN PERSONAL-LEAVE POLICY
BETWEEN 1968-69 AND 1969-70

District	Policy for 1968-69	Policy for 1969-70
#5	2 "urgency days" per year	1 "urgency day" per year with reason for use; and 1 personal day, no reason
#7	2 "emergency days" per year	Changed to 2 days leave "urgent and unavoidable"
#17	No cumulation personal days	1 day accumulable/year
#27	No cumulation personal days	Unused personal days added to sick leave
#29	2 personal days per year	3 personal days
#30	Reasons required for leave	No reasons required
#32	Called "emergency leave"	Called "personal leave"
#38	Reasons required for leave	No reasons required
#41	2 "Conditional days", with reasons required	1 "conditional day" with reason, 1 day no reason
#42	No personal leave	1 personal-leave day
#50	2 "urgency days", reasons	1 "urgency day" with reasons, 1 day no reason
#51	1 personal day per year	2 personal days per year

Code numbers refer to districts listed on page 3.

Table 16

ANTICIPATED CHANGES IN PERSONAL-LEAVE PRACTICES

1969-70

District	Policy for 1969-70	Policy for 1970-71
#2	Personal leave at board's discretion	3 personal days per year
#9	2 days personal leave	3 days personal leave
#10	No cumulation of unused personal leave	Cumulation of personal days as sick leave
#15	3 and one-half days for "family illness"	4 and one-half days for "family illness"
#21	No cumulation of unused conditional days	2 conditional days that accumulate to 5 days
#25	1 "emergency day"/year	2 "emergency days"/year, cumulation of unused days at rate of 1/year
#29	3 days personal leave	2 days personal leave with reasons, 1 day of vacation, no reason
#32	No cumulation of unused personal leave	1 day per year accumulable to maximum of 5 days
#35	Acceptable reasons are limited	More liberal list of reasons for use of leave
#37	1 day personal leave	1 additional day personal leave after four years
#39	"Emergency leave"	Redescribe "emergency leave" for "urgent reasons"
#42	1 day personal leave, no reason needed	1 day personal leave, no reason, accumulable as sick leave; and 1 day of "conditional emergency" leave for disasters
#47	2 days personal leave	No reasons required
#50	2 days personal leave, reason required for 1	Reasons not required for both days personal leave

Code numbers refer to districts listed on page 3.

Table 17

POLICIES FOR THE CUMULATION OF UNUSED PERSONAL LEAVE BY TEACHERS DURING 1969-70

District	Policy for 1969-70
#3	1 day of personal leave with pay is granted to teachers for use each year. Unused personal-leave days are accumulable up to a total of 3
#4	2 days of personal leave with pay are granted to teachers for use each year. Unused personal-leave days accumulable up to 20 days, paid on retirement
#5	2 days of personal leave with pay are granted to teachers for use each year. Unused personal-leave days are accumulable up to a total of 5
#17	2 days of personal leave with pay are granted to teachers for use each year. 1 unused personal-leave day may be carried over from previous year
#25	1 day of personal leave with pay is granted to teachers for use each year. Unused days are accumulable as personal leave, and a teacher may use a maximum of 2 days personal leave per year
#27	2 days of personal leave with pay are granted to teachers for use each year. Unused days are accumulable from year-to-year, and are added to the teachers' accumulated, unused sick leave
#32	1 day of personal leave with pay is granted to teachers for use each year. Unused days are accumulable up to a total of 2
#49	3 days of personal leave with pay are granted to teachers for use each year. 2 unused days are accumulable per year as sick leave

Code numbers refer to districts listed on page 3.

Table 18

SELECTED COMPARISONS OF DISTRICT PROCEDURES FOR REQUESTING SICK & PERSONAL LEAVE, 1969-70

District	Sick-Leave Requests	Personal-Leave Requests
#12	No prior approval req'd	Each request considered
#19	No prior approval req'd	3-day written request
#21	No prior approval req'd	Requested in advance
#31	No prior approval req'd	2-week written request

Bereavement Leave

The intent of bereavement leave is to protect the teacher against loss of salary when absent from work due to a death in his immediate family or the death of a near relative.

- All 56 districts complied with the State mandates concerning bereavement leave for teachers.

- Eighteen districts, however, exceeded State mandates and granted additional bereavement leave to teachers on the death of a friend. Additional leave upon a death in the immediate family was available to teachers in 16 districts (Table 15).

Table 19

BEREAVEMENT-LEAVE BENEFITS
EXCEEDING STATE MANDATES
1969-70

Benefit	School Districts N = 56	
	Number	Percent
1 Day of Bereavement Leave on Death of a Friend	18 Dist.	32.1%
5 Days of Bereavement Leave-Death in Immediate Family	14	25.0
4 Days of Bereavement Leave-Death in Immediate Family	1	1.8
As Many Days as Needed on Death in Immediate Family	1	1.8

Maternity Leave

The intent of maternity leave is to protect the teacher against loss of economic advantages built up previous to the leave of absence by assurance that those advantages will be reinstated upon her return to service. Additionally, teachers on maternity leave can often participate in the group health insurance of the district.

- The 35 districts without provisions for maternity leave required pregnant teachers to resign, with no assurances that they would be rehired later if a vacancy existed (Table 20).

- While 21 districts granted maternity leave during 1969-70, the benefits available to teachers varied considerably (Table 21).

- In general, teachers returning from maternity leave received the salary they last earned plus an increment with adjustments for increases in the over-all salary scale.

- Maternity Leave upon adoption of a child was permitted in four districts (#s 7, 31, 36, & 56).

Table 20

RESIGNATION REQUIREMENTS FOR PREGNANT TEACHERS IN DISTRICTS WITHOUT MATERNITY LEAVE, 1969-70

Resignation Required:	School Districts N = 35	
	Number	Percent
At end of specified months pregnant:		
Four months	4 Dist.	11.4%
Five months	9	25.7
Six months	1	2.9
At end of five months pregnancy and/or discretion of authorities	3	8.6
Discretion of school authorities	7	20.0
Not specified on questionnaire	11	31.4
TOTAL	35 Dist.	100.0%

Table 21

PROVISIONS FOR MATERNITY LEAVE

1969-70

District	Teacher Must Ask for Leave	Leave Commences at	Length of Leave	Return Before Leave Expires?	Extend Leave?	Placement of the Teacher Returned
#3	Within 30 days after diagnosis	5 months	Variable	Discretionary	Yes	No Advancement
#5	In first 5 months	5 months	Variable	Discretionary	Yes	No Advancement
#7	In first 1½ months	5 months	3-12 mos.	After 3 months	No	No Advancement
#11	In first 5 months	Variable	Variable	Discretionary	Yes	No Advancement
#18	N.S.	5 months	N.S.	N.S.	Yes	No Advancement
#19	In first 3 months	Discretion	Variable	Discretionary	Yes	No Advancement
#20	In first 3 months	Discretion	Variable	Discretionary	N.P.	No Advancement
#24	N.S.	Discretion	Variable	Discretionary	Yes	No Advancement
#27	Immediately	5 months	N.S.	N.S.	N.S.	No Advancement
#31	Immediately	Obvious	Variable	Discretionary	Yes	Normal Advance
#36	Immediately	6 months	1 year	Discretionary	No	No Advancement
#37	N.P.	Discretion	Variable	No	Yes	No Advancement
#39	Immediately	5 months	1 year	Discretionary	Yes	No Advancement
#40	In first 5 months	Discretion	Variable	Discretionary	Yes	No Advancement
#41	Immediately	4½ months	Variable	Discretionary	Yes	No Advancement
#46	N.S.	N.S.	N.S.	N.S.	N.S.	N.S.
#49	Immediately	5 months	1 year	No	N.P.	Modified Adv.*
#52	Immediately	6 months	Variable	Yes	Yes	Normal Advance
#55	In first 5 months	Discretion	Variable	Discretionary	No	N.S.
#56	Immediately	5 months	2 years	Discretionary	Yes	No Advancement

N.P. = No policy maintained by the district.
N.S. = Not specified on questionnaire.
Leave for adoption in districts #7,31,36, &56.

Code numbers refer to districts listed on page 3.
* Sabbatical and sick leave status discretionary.

Severance Pay

The intent of severance pay is to increase the employee's financial security when he retires or moves to a position in another geographical area. Generally, cash awards are based on portions of accumulated, unused sick leave and/or personal leave. Not to be confused with longevity pay, severance pay policies (separation, termination, or transition) are drafted at the discretion of local boards frequently for the purpose of reducing what the districts might consider indiscriminate use of yearly sick-leave and personal-leave allotments by teachers.

- Four districts anticipate providing severance pay to teachers who retire during 1970-71 (Table 22).
- During 1969-70, a total of 21 districts in the sample granted severance pay, and in each case, only upon the retirement of the teacher (Table 23).

Table 22

ANTICIPATED SEVERANCE-PAY POLICIES FOR 1970-71

District	Years in District Before Severance Pay Granted	Max. Days Sick Leave Accumulable in the District for Pay	Max. Days Personal Leave Accumulable in Dist. for Pay	Dollars Per Day
#9	5	50	0	$10.00
#10	Any	Unlimited	0	N.S.
#31	10	100	0	$6.00
#42	15	0	0	*

* Upon retirement, teacher receives $1,200 which is not tied to unused sick leave.

N.S. = Not specified on questionnaire.

Code numbers refer to districts listed on page 3.

Table 23

SEVERANCE PAY PLANS IN

1969-70

District	Years in Dist. Before Pay Granted	Max. Days Sick Leave Accumulable for Pay	Max. Days Leave Personal Reasons Accum. for Pay	Dollars Per Day
#1	10 years	Unlimited	0	N.S.
#3	N.S.	One-third to 120	0	Sub.
#4	10 years	0	20	Perdiem
#5	15 years	Unlimited	Unlimited	$16.00
#8	25 years	30	0	$10.00
#11	N.S.	0	40	N.S.
#12	Any	Unlimited after 20	0	$5.00[1]
#13	Any	Unlimited	0	$5.00
#16	Any	150	0	$10.00
#21	15 years	20 beyond 70	0	Sub.
#25	N.S.	N.S.	N.S.	Sub.
#28	5 years	Unlimited	0	Perdiem[2]
#29	20 years	100	0	$10.00
#30	10 years	100	0	$10.00
#32	25 years	100	0	$10.00[3]
#38	Any	Unlimited	0	$10.00
#40	5 years	Unlimited	0	Sub.[4]
#48	Any	100	1 per year	N.S.
#49	Any	35% of up to 40	0	Perdiem
#55	Any	One-third over 40	0	Sub.
#56	Any	0	0	Sub.[5]

1. To max. of $1000.00.
2. Maximum = one-fourth salary.
3. Pays 50%.
4. To max. of $500.00
5. One day per year of service

N.S. = Not specified on questionnaire.
Sub. = Substitute pay on retirement.

Code numbers refer to districts listed on page 3.

Voluntary Annuity Plans

The intent of voluntary, tax-sheltered annuity plans is to provide supplemental retirement income from funds invested by the teacher during his active career. Gnerally, the teacher has his salary reduced continuously by a specific amount which is invested by the planholder. The major advantage of annuity plans is the tax saving made possible because the portion of the teacher's salary which is invested is not taxable at the time it is earned, but is taxed at the later period when earnings are not at their peak.

- Fifty-one districts provided voluntary, tax-sheltered annuity plans in which teachers could participate (Table 1).

Life Insurance

The intent of life insurance is to protect the financial security of the teacher's dependents in the event of his death.

- Thirty-two districts make some provision for life-insurance coverage for their teachers. Twenty-three of the districts pay 100% of the premium (Table 24).

- Optional clauses are often written into the insurance policies which provide for continued coverage at the teacher's expense after his retirement or upon leaving the district. Insurance of dependents may also be carried at the teacher's expense.

Credit Unions

The intent of credit unions is to provide a teacher with low-cost loans and a good return on savings for the purpose of meeting financial emergencies that occur not only during his professional career but in retirement as well.

- Only one district (#56) sponsors an employees' credit union. However, several credit unions exist on a county-wide basis and are open for membership to all teachers in the county.

Table 24

LIFE INSURANCE POLICIES FOR TEACHERS

1969-70

District	Terms of Policy	% of Prem. Paid by District
#2	$2500 Life, including accidental death and dismemberment	100%
#5	N.S.	50
#9	$1000 Death	100
#11	N.S.	100
#13	$1000 Life	100
#14	$2000 Life, accidental death, dismemberment	100
#16	$2000 Life, incorporated with major-medical	100
#17	$3000 Life	100
#21	N.S.; teacher pays paid-up portion (refundable)	100 term
#23	Life, to nearest $1000 of salary, Max. = $20,000	100
#24	N.S.	100
#25	N.S.	100
#26	$5000 Life, teacher has option to buy another $5000	100
#28	Maximum of $12,000 Life	50
#30	$5000 Life, accidental death, dismemberment	100
#32	$3000 Death	100
#34	$5000 Life, can be purchased by teacher on leaving	100
#36	N.S.	100
#37	$2500 Life; $5000 accidental death	50
#38	N.S.	N.S.
#40	N.S.	N.S.
#41	$7000 Life + major-medical, $12 per year premium	0
#42	$2000 Life	100
#44	$2000 Life	45
#45	$1000 Life (1st year); $2000 Life (2nd year); after second year, term to one-half salary, max. = $10,000 and teacher can buy second one-half at same rate	100
#47	$3000 Death	100
#48	$2250 Life	100
#49	$2000 Life	100
#51	$10,000 Life, decreasing to $2000 by age	95
#52	$2500 Life; $5000 accidental death, dismemberment	100
#54	$2000 Life	100
#55	$5000 Life, accidental death, dismemberment	100

N.S. = Not specified on questionnaire. Code numbers refer to dists.on p. 3.

Income Protection Insurance

The intent of income-protection insurance is to protect the teacher against loss of income in cases of illness or disability not covered by other benefits (eg., sick leave, Workmen's Compensation, health insurance, and so on).

- Twenty-two districts sponsored income-protection benefits for teachers (Table 1).
- In 18 districts, the teacher pays the entire premium. Three districts pay 100% of the premium.
- One district contributes $50.00 per teacher per year toward the premium, and another district contributes $1.00 per teacher per month.

Longevity Pay

The intent of longevity pay is to provide the teacher with special compensation in recognition of an extensive career of service to a district. Often, longevity pay is coupled with some form of merit evaluation.

- During 1969-70, at least seven districts provided longevity pay to their teachers (Table 25).
- Longevity-pay plans were generally of two types.
  a. The teacher's basic salary was increased by a specific amount or percentage. In succeeding years of service, the teacher receives this augmented salary plus any additional increments where authorized.
  b. The teacher received a once-only cash award which did not affect his basic salary.

Other Provisions for Financial Security

Statements of district policies concerning matrimonial leave, travel leave, military deferment, and various other purposes are contained in Appendix B.

Table 25

LONGEVITY PAY FOR TEACHERS

1969-70

District	Policy for 1969-70
#7	Cash grants: 20 years ($200); 30 years ($300); 40 years ($400)
#21	An additional 15% of teachers increment after each of three, six, and nine years of service
#27	$100 per year after seven years of service; $100 per year after each subsequent five-year period
#40	15 to 17 years of service, $100 per year 18 to 20 years of service, $200 per year 21 to 25 years of service, $300 per year Over 25 years of service, $400 per year
#42	1 to 6 years of service, $400 - $800 award Over 7 years of service, $400 - $800 award
#44	10 to 14 years of service, $100 per year Over 14 years of service, $200 per year
#50	$200 cash award, one-time-only, after 15 years of service in the district

Code numbers refer to districts listed on page 3.

PART I
CHAPTER THREE

PROVISIONS FOR HEALTH & SERVICE-CONNECTED BENEFITS

Provisions for health benefits enable the teacher to obtain medical and hospital care and a variety of health and diagnostic services at little or no cost to the individual. Service-connected benefits protect the teacher from personal expenses that might be incurred during the performance of his duties.

Health Services

The intent of health services is to protect the teacher from sudden medical emergencies by providing diagnostic and preventive-medical services. In most cases, health services supplement benefits provided under health insurance.

- Fifty-four districts sponsored at least one type of health service.
- Chest X-rays were available to teachers in thirty-five districts, while the costs of physical examinations were assumed by 32 districts when the examinations were required by law or by the district regulations. Many districts mandated periodic checkups for teachers (Table 26).
- Thirty-five districts sponsored contributory blood banks that provided free blood when needed by teachers and their dependents. Twenty-three districts granted teachers leave with pay in order to make such contributions. However, 32 sponsoring blood banks deducted absences from sick-leave allotments if teachers became ill while making contributions (Table 27).
- Thirty districts made available to teachers, on a voluntary basis, immunizations against communicable diseases such as influenza.
- Standard immunizations and vaccinations were provided to teachers in 16 districts.

Table 26

PROVISIONS FOR HEALTH BENEFITS AT LITTLE OR NO COST TO TEACHERS

1969-70

Health Benefit	School Districts N = 56	
	Number	Percent
Health Insurance	55 Dist.	98.2%
Health Service		
Physical Examination	32	57.1
Chest X-Ray	35	62.5
Standard Immunizations	16	28.5
Immunizations in Epidemic (eg, flu)	30	53.6
Contributory Blood Bank	35	62.5

Table 27

LEAVE ARRANGEMENTS FOR TEACHERS WHILE CONTRIBUTING BLOOD

1969-70

		Sponsor a Blood Bank	Leave for Teachers While Contributing	Sick Leave Used If Ill Afterwards
Number of Dists.	Yes	35	23	32
	No	21	12	3

Health Insurance

The intent of health insurance is to reduce the costs of teachers of adequate medical and hospital care.

- Only one district (#6) did not offer any health insurance for teachers during 1969-70.
- Thirty-nine districts provided comprehensive coverage written by a single carrier. Blue Cross/Blue Shield carried 30 of the policies (Table 28).
- Multiple-carrier plans for comprehensive coverage where available to teachers in 13 districts, while limited-coverage plans that omit one or more aspects of comprehensive coverage were maintained in three districts.
- Forty-five districts assumed the entire costs of premiums for health insurance.

Table 28

HEALTH INSURANCE PLANS FOR TEACHERS IN 1969-70

	N = 56			
	Comprehensive Plan[1] Single Carrier	Comprehensive Plan[2] Multiple Carriers	Limited Coverage	No Health Insurance
Number of Districts	39 Dist.	13	3	1
Carriers	33 (Dist.) - Blue Cross/Shield 2 - Connecticut General Life 1 - District Each: Aetna Life Assoc. Hospital Great West Life Liberty Mutual	Include: Aetna Life Blue Cross/Shield Confed. Life Equitable Life INA Inter-County New York Life Provident Mutual	2 - Maj-Med. 1 - Only Maj-Med.	Will Carry Comp. Plan in 1970-1971.
Coverage Costs Borne by District	34 (Dist.) - 100% 1 - 60% 1 - 50% 1 - 40% 1 - $5.50/month 2 - $3.00/month	10 (Dist.) - 100% 1 - 85% 1 - 50% Hosp., 100% Maj-Med. 1 - $7.50/month	1 - 100% 1 - 50% 1 - None	

1. A single plan with hospitalization, med-surgical, and major-medical coverage which is carried by one company.
2. Various aspects of the comprehensive coverage are carried by different companies.

Professional Liability Insurance

The intent of professional liability insurance is to protect the teacher from judgments due to legal claims arising from the performance of his duties.

- Forty districts carried liability insurance for teachers in the performance of their duties. Each district paid 100% of the premiums (Table 29).
- Policies in 33 districts covered claims for injuries to pupils with negligence on the part of the teacher. Claims for libel, slander, and defamation of character were also covered in many of the liability policies (Table 30).

Funds for an Attorney

The intent is to provide funds for legal services in the event a suit is brought against a teacher for causes arising from the performance of his duties.

- Twenty districts maintained policies that provide funds for an attorney (Table 29).
- In some cases, funds for an attorney are provided through liability coverage. However, at least one district (#33) stipulated that its solicitor shall represent teachers in liability suits.

Workmen's Compensation

The intent of Workmen's Compensation is to protect the teacher against financial loss when absent from work due to injury sustained in the performance of his duties. The benefits are standard throughout Pennsylvania and cover medical and hospital expenses, burial expenses, and loss of time -- all with limitations on rate and length of payments. The entire premium is assumed by the district.

- Eight districts provided additional benefits beyond Workmen's Compensation against loss of salary, while three districts offered additional benefits covering medical expenses (Table 29).

Expenses for Travel on School Business

The intent of this benefit is to reimburse the teacher for expenses incurred while travelling on school business. Such reimbursements may include: compensation for the use of the teacher's car; and payment for lodging and meals on extended trips, as well as costs for miscellaneous items such as flight insurance.

- Fifty-five districts compensated teachers for use of personal cars on school business (Table 29).

Table 29

PROVISIONS FOR SERVICE-CONNECTED BENEFITS

1969-70

Service-Connected Benefits	School Districts N = 56	
	Number	Percent
Professional Liability Insurance	40 Dist.	71.4%
Funds for Attorney in Suit against Teacher Performing his Duties	20	35.7
Workmen's Compensation	56	100.0
Benefits Beyond Workmen's Compensation		
Against Loss of Salary	8	14.3
Against Medical Expenses	3	5.4
Travel Expenses for Teachers on School Business	55*	98.2

* Forty-three districts reimbursed at a rate of 10¢ per mile; two at 9¢ per mile; one at 85¢ per mile; six at 8¢ per mile; two at 7¢ per mile; and two districts did not specify the rate.

Table 30

CLAIMS AGAINST TEACHERS COVERED BY DISTRICTS' PROFESSIONAL LIABILITY INSURANCE

1969-70

Claim Against Teacher	School Districts N = 40	
	Number	Percent
Pupil Injured, Teacher Negligent	33 Dist.	82.5%
Libel	18	45.0
Slander	16	40.0
Defamation of Character	16	40.0
Pupil Injured, Teacher Transporting	31	77.5

PART I
CHAPTER FOUR

PROVISIONS FOR PROFESSIONAL GROWTH

Provisions by districts that contribute to the professional growth of the teacher include in-service programs devised and conducted by the district and county offices, leaves of absence for professional functions and activities, and means for reimbursing the teacher for expenditures related to professional growth.

In-Service Programs

The intent of in-service programs is to provide the teacher with opportunities to participate in developmental training of professional significance, during or directly after school hours. The districts were questioned regarding implementation of five types of in-service programs.

Workshops -- Day-long programs devoted, for example, to pertinent issues in curriculum.

Conferences -- Part-day programs which might consist of small-group discussions with consultants.

Institutes -- Two or more days; possibly a continuing lecture series with discussions.

Courses in District -- Teachers meet one or more times per week for several weeks.

County In-Service -- Once or twice during a school year. Participating teachers are drawn from districts throughout the country.

For the most part, teachers who participate in these programs are remunerated at full pay. Such programs are sometimes scheduled during school hours, and the children are dismissed early. Other programs are conducted after regular teaching hours, and the teachers receive extra compensation.

- Forty-seven districts conducted workshops. Participating teachers received renumeration in forty districts (Table 31).
- Conferences were held in 33 districts with teachers receiving compensation in 30 districts.

In-Service Programs (cont'd)

. Thirty-two districts averaged 3.34 days per year of workshops for teachers. An average of 4.20 days per year were devoted to conferences in ten districts (Table 32).

Table 31

REMUNERATION OF TEACHERS FOR IN-SERVICE PROGRAMS

1969-70

Programs	Number of Districts	Districts That Remunerate	
		Number	Percent
Workshop (Full Day)	47	40	85.1
Conference (Part Day)	33	30	90.9
Institute (2 + Days)	12	12	100.0
Courses in District	18	10	55.6
County In-Service	15	15	100.0

Table 32

NUMBERS OF DAYS ALLOTTED TO IN-SERVICE PROGRAMS BY DISTRICTS

1969-70

Programs	Districts That Reported Numbers of Days	Average Number of Days/Year
Workshop (Full Day)	32 Dist.	3.34
Conference (Part Day)	10	4.20
Institute (2 + Days)	4	-
Courses in District	8	-
County In-Service	15	2.00

Table 33

PROVISIONS FOR PROFESSIONAL GROWTH OF TEACHERS
1969-70

Benefits	School Districts N = 56	
	Number	Percent
In-Service Programs:		
Workshops	47 Dist.	83.9%
Conferences	33	58.9
Institutes	12	21.4
Courses in District	18	32.1
County In-Service Days	15	26.8
Educational Visitations:		
Business Firms	20	35.7
Government Agencies	16	28.5
Historical Sites	12	21.4
Other Schools in District	34	60.7
Schools in Other Districts	47	83.9
Association/Union Activities:		
Short-Term Leave	24	42.8
Long-Term Leave	2	3.7
Sabbatical Leave	56	100.0
Continuing Education	32	57.1
Other Provisions:		
Foreign/Domestic Teaching	11	19.6
Community Relations	4	7.1

Educational Visitations

The intent of educational visitations is to enhance the professional contributions of the teacher to his home school as a result of first-hand observations of promising programs and ideas elsewhere. Usually, his expenses and salary are paid by the district.

- Business firms, schools in other districts, and other schools in the teacher's own district were regarded as acceptable for purposes of educational visitation in 35% or more of 56 districts (Table 33).

- Sixteen districts sanctioned trips by teachers to government agencies, and 12 districts permitted visitations to historical sites.

Association/Union Activities

The intent is to permit the teacher to obtain leave of absence for participating in activities related to the business of his professional association or union. Specific purposes for which the leave may be granted include service on committees, attendance at conferences and conventions, and the holding of national office.

- Twenty-four districts granted short-term leave at full salary for association/union activities. Two districts granted long-term leave without pay to office holders in the teacher's organization (Table 33).

- One district (#18) authorized "the release of the President of the Education Association for the equivalent of one-half day per week in order to deal with the problems of the Association and provide a liason between the staff and the Superintendent."

Sabbatical Leave

The intent of sabbatical leave is to enable the teacher to undertake full-time study, travel, research, work experience, or other professional activities for an entire school year. A sabbatical leave may also be granted to a teacher for restoration of his health. The legal basis for sabbatical leave is found in the School Laws of Pennsylvania.

- All fifty-six districts complied with the State mandates concerning sabbatical leave (Table 33).

Continuing Education

The intent of this benefit is to reimburse the teacher for costs incurred while undertaking professional study at a college or university. Specific provisions may include tuition and fees, travel expenses, released time, and short-term leave not covered by sabbatical benefits.

- Thirty-two districts provided reimbursements for continuing-education costs (Table 34).

Other Provisions for Professional Growth

- Eleven districts granted teachers extended leave of absence for foreign and/or domestic teaching elsewhere, for service with the Peace Corps, or VISTA (Table 33).

- Leave for participation in community relations with service clubs, community chests, and other community organizations was granted by four districts (Table 33).

Table 34

REIMBURSEMENTS FOR CONTINUING-EDUCATION COSTS, 1969-70

District	Policy
#1	$35 per graduate credit
#2	$30 per graduate credit up to 10 credits per year
#3	Up to $300 per year for tuition costs; up to $500 per semester if on study leave
#4	$10 per credit during term; $20 per credit on campus/summer
#5	$15 per credit; maximum of eight credits during school year
#6	50% of tuition payable year after passing course
#10	Anticipates having plan for 1970-71
#11	$15 per credit
#12	$25 per credit for 30 credits toward permanent certificate or higher degree
#13	$300 toward tuition per year
#14	Not Specified
#15	$20 per credit with one semester of teaching after course
#17	$100 toward tuition per semester
#18	50% of first 20 credits beyond B.A. while in district
#19	Full tuition
#21	50% of tuition
#26	$20 per credit, limit of $250 per year, Accumulable to $500
#28	$25 per credit to a maximum of $600
#31	$100 added to base salary after 12 credits; then $100 after 24 credits; then $100 after M.A.; then $100 after M.A. + 15
#32	$240 for permanent certification, one payment only
#34	Up to $350 or a maximum of 20 credits per year
#35	Up to $25 per credit after two years with district
#36	Up to 50% of tuition costs for up to 15 credits per year
#37	50% of tuition in blocks of 15 credits
#41	50% of tuition up to 12 credits per year
#42	no general policy for reimbursements, but have granted them
#43	Tuition costs beyond initial 12 credits toward perm. cert.
#44	Not Specified
#45	$200 for B.A. + 15 in M.A. Program; $200 for M.A. + 15
#52	75% of tuition up to max. of $40 per credit
#54	50% of tuition upon completion of course

Code numbers refer to districts listed on page 3.

PART II
CHAPTER FIVE

TEACHER ABSENTEEISM - THE CONCEPT

The underlying reasons that motivate some individuals to abuse their leave privileges, as most school executives know, are likely to be rather inexplicable. Rarely is the real explanation simple or definitive, since the causal factors tend to be multiple and obscurely interrelated. Furthermore, the equanimity of teachers is variously affected by organizational and physical conditions in their school environment and dependent also on their own biological and psychological characteristics. Among the factors commonly associated with teacher absenteeism are those listed at random below.

- Staff morale
- Educational program
- Endemic illness in the community
- Salary scale
- Student attitudes
- Professional expectations and attitudes of teachers
- Administrative leadership
- Working conditions
- Emotional stresses and strains
- Climate and weather
- Physical weakness and chronic illnesses of teachers
- Size of staff
- Policies for supplemental remuneration

The term "absenteeism", literally meaning state of being absent, obviously does not in itself adequately convey the meaning of certain ramifications of importance to employers. The concept as viewed in this study specifically includes such discrete elements as the extent of absence among employee segments, as well as duration and costs pertaining to teacher absenteeism.

As commonly expressed throughout both the public and private sectors, the prevailing concept of absenteeism seems to focus on the negative implications of excessive absence. However, an objective analysis for dealing with the phenomena of absenteeism, as a function of personnel administration, should be based on a concept that is neutral as well as balanced in terms of those phenomena. If a teacher is ill and unable to work, his absence is legitimate. Instances where privileges are abused, on the other hand, indicate a clear need for investigation and remedial action. Such cases include:

- Fraudulent sick-leave on Fridays and Mondays in order to extend week ends.

- Feigned illness during peak holiday seasons such as Christmas and Easter.

- Excessive absences for sickness and personal reasons at the beginning and end of school semesters.

In the following chapters, two commonly applied measures are utilized as a means of quantifying data on absenteeism and to permit comparisons between attendance units and between school districts as well. These are known as Index of Absence and Rate of Absence.

Index of Absence

The Index of Absence is a measure for expressing absenteeism as a ratio of days absent to number of teachers in a particular administrative or attendance unit for a spcific period of time. Thus, a hypothetical Index of 6.50 days for total leave, pay and no pay, indicates that teachers in this category averaged 6.50 days of absence for all reasons during a specified academic year. Such a measure may be useful in comparing data for school districts having the same number of days in the academic year during which their teachers are expected to work. However, a comparison of Indexes between hypothetical districts "A" and "B", for example, would be inappropriate if teachers in district "A" worked 192 days per year while teachers in district "B" worked only 183 days.

Rate of Absence

The Rate of Absence is a measure expressing as a percent of possible work-days, the number of days actually utilized for leave purposes during a specific period of time. Thus, a hypothetical Rate of 3.00 percent for total leave, pay and no pay, indicates that teachers in this category were absent from instructional duties 3.00 percent of the possible work-days during a specific academic year. Rates of Absence are generally comparable without restrictions between and among districts.

Categories of Leave

Fifty of the 56 districts in the study were able to report on the number of absences by their teachers during 1968-69. The questionnaire yielded group absence data for teachers, not only by sex, but also according to attendance unit. The absences pertained to eight categories of leave:

- Sick leave with pay
- Sick leave without pay
- Personal leave with pay
- Personal leave without pay

Categories of Leave (cont'd)

- Bereavement leave with pay
- Bereavement leave without pay
- Total leave (sick, personal and bereavement) with pay
- Total leave without pay

Indexes and Rates were calculated from absence data reported by the districts for each category of leave (Appendix C). Subsequently, Mean Indexes and Mean Rates were computed from the individual Indexes and Rates for districts which were grouped according to whether they provided specified benefits for supplemental remuneration. For example, a Mean Index was derived for districts that provided severance pay and also for those who did not, making comparisons possible between such groups in that category.

Parameters of Teacher Absenteeism

At the present time, no standards are available by which to evaluate teacher absenteeism in a given district. Obviously, the School District of Philadelphia feels that an Index of 12 days during 1969-70 for total leave, pay and no pay, all teachers, is excessive. [1] But would an index of six days per teacher in Philadelphia be considered legitimate? Parameters for teacher absenteeism can be set only after careful analysis of Indexes and Rates of Absence over a period of years in order to obtain trends. Close scrutiny of these trends in relation to the economic and educational costs incurred through absences by teachers may reveal greater insights for resolving problems arising from absenteeism.

1. Philadelphia Evening Bulletin, December 11, 1969, p.21

PART II
CHAPTER SIX

TEACHER ABSENTEEISM IN THE "AVERAGE DISTRICT"

A mean Index or a mean Rate, as such, does not describe absenteeism by the average teacher in a group of districts. Rather, each of these measures may be interpreted as representing the entire sample of the 50 reporting districts, thus depicting absenteeism in an "average district".

- The "average district" participating in the study had a staff of nearly 215 full-time classroom teachers, who were scheduled to work a mean school-year of 186 days in 1968-69. Female teachers outnumbered male teachers by a little over two to one.

- During 1968-69, all teachers in the "average district" utilized a mean Index of 6.07 days for total leave, pay and no pay, and a mean Rate of 3.26 percent (Table 35).

- The mean Index for sick leave with pay, all teachers,was 4.82 days (mean Rate of 2.58 percent); while leave for personal reasons with pay showed a mean Index of 0.59 days for all teachers (mean Rate of 0.31 percent).

- Absence with pay for bereavement amounted to a mean Index of 0.22 days (mean Rate of 0.11 percent) for all teachers (Table 35).

- While the mean Index for female teachers was 6.95 days for total leave, pay and no pay, (mean Rate of 3.73 percent), such absence among male teachers showed only a mean Index of 4.54 days (mean Rate of 2.42 percent).

- In the sick-leave category, female teachers had a mean Index of 5.54 days (mean Rate of 2.98 percent), but for male teachers it was only 3.56 days (mean Rate of 1.92 percent). However, female teachers exceeded male teachers in the use of personal leave with pay by a mere 0.04 days.

Table 35

TEACHER ABSENTEEISM IN THE "AVERAGE DISTRICT"

1968-69

	Leave Category	School Districts N = 50	
		Mean Index	Mean Rate
FEMALE	Total Leave - Pay and No Pay	6.95 Days	3.73%
	Total Leave with Pay	6.38	3.42
	Sick Leave with Pay	5.54	2.98
	Personal Leave with Pay	0.60	0.32
MALE	Total Leave - Pay and No Pay	4.54	2.42
	Total Leave with Pay	4.30	2.30
	Sick Leave with Pay	3.56	1.92
	Personal Leave with Pay	0.56	0.30
ALL TEACHERS	Total Leave - Pay and No Pay	6.07	3.26
	Total Leave with Pay	5.62	3.01
	Sick Leave with Pay	4.82	2.58
	Personal Leave with Pay	0.59	0.31
	Bereavement Leave with Pay	0.22	0.11
	Total Leave - No Pay	0.45	0.24

Index = Days of absence/teacher/year.

Rate = Percent of total teacher days/year lost to absence.

Mean = Mathematical average.

Note: N = 48 for Female and Male leave categories.

PART II
CHAPTER SEVEN

TEACHER ABSENTEEISM IN EACH OF THE FIVE COUNCILS

In order to determine variations in teacher absenteeism between and among the five Councils, Indexes and Rates of Absence for teachers in the participating districts were grouped by leave category according to membership in their repective Councils. Nine districts in Council A reported data on teacher absences; eleven districts in each of Councils B, C, and D; and seven to nine districts in Council E, depending on the particular leave-category.

- During 1968-69, districts in Study Council A taken together, showed a mean Index of 7.37 days for total leave, pay and no pay, all teachers (mean Rate of 3.97%) which constituted the highest absenteeism in the five Councils (Table 36).

- Meantime, districts in Council D recorded the lowest mean Index, 5.34 days (mean Rate of 2.87 percent) for total leave, pay and no pay, all teachers.

- Council A also had the highest mean Index for sick leave with pay, all teachers, of 5.97 days (mean Rate of 3.22 percent), followed closely by Council E with a mean Index of 5.85 days (mean Rate of 3.12 percent).

- It is interesting to note that little variation was observed among the five Councils regarding mean Indexes and mean Rates for personal leave with pay, all teachers. Mean Indexes ranged from a high of 0.64 days in Council C, to a low of 0.48 days in Council E.

- The mathematical difference between the mean Index for total leave, pay and no pay, female teachers, and the corresponding mean Index for male teachers, is 3.16 days for Council A; 1.56 days for Council B; 2.50 days for Council C; 2.56 days for Council D; and 2.65 days for Council E.

Table 36

TEACHER ABSENTEEISM IN THE FIVE COUNCILS

1968-69

	Leave Category	Council A N = 8		Council B N = 11		Council C N = 11		Council D N = 11		Council E N*	
		Mean Index	Mean Rate	Mean Index	Mean Rate	Mean Index	Mean Rate	Mean Index	Mean Rate	Mean Index	Mean Rate
FEMALE	Total Leave - Pay and No Pay	8.46	4.59	6.29	3.38	6.77	3.64	6.34	3.41	7.73	4.12
	Total Leave with Pay	7.84	4.25	5.77	3.10	6.27	3.37	5.72	3.08	7.07	3.75
	Sick Leave with Pay	6.93	3.75	4.93	2.64	5.37	2.89	5.02	2.69	6.25	3.31
	Personal Leave with Pay	0.65	0.34	0.61	0.33	0.66	0.36	0.50	0.26	0.60	0.32
MALE	Total Leave - Pay and No Pay	5.30	2.84	4.73	2.53	4.27	2.30	3.78	2.03	5.08	2.70
	Total Leave with Pay	4.95	2.67	4.52	2.42	4.04	2.16	3.63	1.90	4.78	2.55
	Sick Leave with Pay	4.17	2.26	3.80	2.03	3.26	1.76	2.93	1.57	4.02	2.14
	Personal Leave with Pay	0.55	0.30	0.55	0.30	0.59	0.32	0.55	0.29	0.55	0.29
ALL TEACHERS	Total Leave - Pay and No Pay	7.37	3.97	5.74	3.07	5.82	3.11	5.34	2.87	7.10	3.77
	Total Leave with Pay	6.85	3.69	5.33	2.85	5.42	2.91	4.90	2.63	6.57	3.49
	Sick Leave with Pay	5.97	3.22	4.53	2.43	4.57	2.46	4.19	2.25	5.85	3.12
	Personal Leave with Pay	0.62	0.33	0.59	0.31	0.64	0.35	0.51	0.28	0.48	0.26
	Bereavement Leave with Pay	0.26	0.14	0.21	0.11	0.21	o.12	0.19	0.10	0.22	0.12
	Total Leave - No Pay	0.52	0.28	0.40	0.22	0.40	0.21	0.45	0.24	0.52	0.28

* N = 7 for Female and Male leave-categories; N = 9 for All Teachers leave-category.

Index = Days of absence/teacher/year.

Rate = Percent of total teacher days/year lost to absence.

Mean = Mathematical average.

PART II
CHAPTER EIGHT

TEACHER ABSENTEEISM AND SUPPLEMENTAL REMUNERATION

A major aim of this study was to ascertain whether correlations might exist between policies for supplemental remuneration and actual experience regarding teacher absenteeism. In other words, do policies that grant these benefits to teachers affect absenteeism rates adversely?

Correlational analysis was employed for the purpose of attacking this question. Essentially, the approach was to correlate selected policies for supplemental remuneration that are maintained by the school districts with corresponding Indexes and Rates of Absence. Thus, an examination was made regarding the degree of teacher absenteeism in districts that make available certain benefits for supplemental remuneration, in relation to the degree of teacher absenteeism in those districts that do not provide the benefits.

As an example, mean Indexes and mean Rates of Absence for districts which grant additional sick leave were compared with the similar measure of absenteeism for districts which do not grant additional sick leave to teachers. Any significant difference in mean Indexes and mean Rates between the groups of districts would indicate, to some extent, the effect of additional sick leave upon absenteeism by teachers. Of course, this relationship between policy and actual experience might be either negative or positive, in that the policy might result in higher or lower absenteeism.

However, before the relationship of personnel policies to teacher absenteeism was examined, it was necessary to assay the effect of two secondary factors that may contribute to absenteeism. Both size of staff and magnitude of salary available to teachers have long been singled out as factors affecting absenteeism, and the arguments often take the following forms.

The larger the size of staff, the greater the possibility of alienation from the system experienced by the teacher. He feels less of an obligation towards his students and is inclined to be absent more often than would be likely if a closer relationship were to prevail with his fellow teachers and the administrators. The teacher, in effect, lacks a sense of belonging.

Concerning the magnitude of salary schedules for teachers, it is argued that if salaries in a given district are generally lower than in adjacent districts, there might be a tendency for teachers to consider sick leave and personal leave as a part of primary remuneration, rather than supplemental. Thus, some teachers might take undue liberty regarding leaves in order to bring them up to equivalent salary levels in neighboring districts.

Teacher Absenteeism and Size of Staff

The districts were grouped into either of two categories: districts with teaching staffs greater than 200 and districts with teaching staffs less than 200. Mean Indexes and mean Rates of Absence were calculated for each group.

- With this grouping procedure, it appeared that districts with teacher staffs larger than 200 had a higher degree of absenteeism (Table 37).
- Concerning both sick leave and personal leave, districts with teaching staffs greater than 200 experienced higher mean Indexes and mean Rates of Absence.

The districts were then distributed into eight groups according to size of staffs. The grouping intervals were 50 teachers, with an over-all range of from under 100 to over 400.

- Mean Indexes and mean Rates of Absence for the eight groups of districts varied markedly, but no significant pattern of absenteeism was discernable (Table 38).
- Five districts with teaching staffs under 100 had a mean Index of 5.54 days (mean Rate of 2.95 percent) for total leave, pay and no pay, all teachers. Six districts with teaching staffs between 250 and 299.5 had a mean Index of 5.52 days (mean rate of 2.95 percent).

Teacher Absenteeism and Salary Schedule

The relationship of a salary schedule to absenteeism was analyzed in terms of minimum salary paid to a beginning teacher with a bachelor's degree, and also in terms of the median salary for all teachers in the district. In this way, both the drawing power and the keeping power of the salary schedule were considered. First, the districts were grouped according to minimum salary of $5800 and above, or less than $5800, paid to a beginning teacher.

- Thirty-one districts with minimum salaries of $5800 or more in 1968-69 had a mean Index of 6.45 days (mean Rate of 3.45 percent) for total leave,pay and no pay, all teachers (Table 39).
- Thirteen districts with minimum salaries less than $5800 had a mean Index of 5.65 days (mean Rate of 3.04 percent) for total leave, pay and no pay, all teachers.

Teacher Absenteeism and Salary Schedule (cont'd)

The districts were then grouped according to median salaries for all teachers.

- Twenty-nine districts with median salaries that ranged from $7000 to $7999 had a mean Index of 6.20 days (mean Rate of 3.32 percent) for total leave, pay and no pay, all teachers (Table 40).

- Meanwhile, 15 districts with median salaries that ranged from $8000 to $8999 had a mean Index of 6.22 days (mean Rate of 3.32 percent) for the same leave category.

Table 37

TEACHER ABSENTEEISM AND SIZE OF STAFFS
OVER AND UNDER 200 TEACHERS

1968-69

	School Districts			
	Staffs Under 200 Teachers N = 21		Staffs Over 200 Teachers N = 29	
Leave Category All Teachers	Mean Index	Mean Rate	Mean Index	Mean Rate
Total Leave - Pay & No Pay	5.98	3.09	6.29	3.38
Total Leave with Pay	5.56	2.90	5.83	3.13
Sick Leave with Pay	4.78	2.52	5.01	2.67
Personal Leave with Pay	0.55	0.26	0.61	0.33
Bereavement Leave with Pay	0.20	0.10	0.22	0.12
Total Leave - No Pay	0.46	0.24	0.45	0.25

Index = Days of absence/teacher/year.
Rate = Percent of total teacher days/year lost to absence.
Mean = Mathematical average.

Table 38

TEACHER ABSENTEEISM AND SIZE OF STAFFS BY DISTRIBUTION

1968-69

Size of Teaching Staff	Number of Districts N = 50	Average Teaching Staff	All Teachers											
			Total Leave Pay & No Pay		Total Leave with Pay		Sick Leave with Pay		Personal Lv. with Pay		Bereavement Leave - Pay		Total Leave No Pay	
			Mean Index	Mean Rate	Mean Index	Mean Rate	Mean Index	Mean Rate	Mean Index	Mean Rate	Mean Index	Mean Rate	Mean Index	Mean Rate
400 & Over	5	480	6.60	3.56	6.19	3.34	5.04	2.72	0.91	0.49	0.24	0.13	0.42	0.23
350 - 399.5	5	371	7.17	3.87	6.69	3.61	5.74	3.10	0.73	0.39	0.21	0.11	0.48	0.26
300 - 349.5	3	311	5.42	2.88	5.25	2.78	4.42	2.34	0.57	0.30	0.26	0.14	0.16	0.09
250 - 299.5	6	259	5.52	2.95	5.11	2.74	4.51	2.42	0.41	0.22	0.19	0.12	0.41	0.22
200 - 249.5	10	220	6.34	3.44	5.80	3.12	5.05	2.72	0.48	0.26	0.24	0.13	0.49	0.25
150 - 199.5	7	174	5.59	2.99	5.20	2.78	4.48	2.41	0.51	0.27	0.21	0.11	0.40	0.21
100 - 149.5	9	124	6.46	3.52	5.92	3.19	5.03	2.71	0.65	0.34	0.22	0.12	0.54	0.28
Under 100	5	70	5.54	2.95	5.16	2.72	4.66	2.47	0.46	0.24	0.17	0.09	0.38	0.19

Index = Days of absence/teacher/year.

Rate = Percent of total teacher days/year lost to absence.

Mean = Mathematical average.

Table 39

TEACHER ABSENTEEISM AND MINIMUM SALARY

1968-69

Leave Category All Teachers	School Districts: Minimum Salary Over $5800 N = 31 Mean Index	Mean Rate	Minimum Salary Under $5800 N = 13 Mean Index	Mean Rate
Total Leave - Pay & No Pay	6.45	3.45	5.65	3.04
Sick Leave with Pay	5.40	2.90	4.72	2.56

Table 40

TEACHER ABSENTEEISM AND MEDIAN SALARY

1968-69

Leave Category All Teachers	School Districts: Median Salary $7000 to $7999 N = 29 Mean Index	Mean Rate	Median Salary $8000 to $8999 N = 15 Mean Index	Mean Rate
Total Leave - Pay & No Pay	6.20	3.32	6.22	3.32
Sick Leave with Pay	4.90	2.61	4.88	2.61

Teacher Absenteeism and Additional Sick Leave

- During 1968-69, seventeen districts that granted additional sick leave over and above the State mandates had a mean Index of 5.05 days (mean Rate of 2.80 percent) for sick leave with pay, all teachers. (Table 41).

- Thirty-three districts that did not grant additional sick leave had a mean Index of 4.73 days (mean Rate of 2.53 percent) for the same leave category.

- In the typical district with 215 teachers this difference in absenteeism could amount to nearly 44 additional days of sick leave which, at a substitute's per diem of $30, would cost the district $1320 for the school year.

Table 41

TEACHER ABSENTEEISM AND ADDITIONAL SICK LEAVE

1968-69

	School Districts			
	Additional Sick Leave Granted N = 17		No Additional Sick Leave N = 33	
Leave Category All Teachers	Mean Index	Mean Rate	Mean Index	Mean Rate
Total Leave - Pay & No Pay	6.46	3.47	6.00	3.17
Total Leave with Pay	6.07	3.26	5.49	2.94
Sick Leave with Pay	5.05	2.80	4.73	2.53
Personal Leave with Pay	0.66	0.35	0.50	0.28

Index = Days of absence/teacher/year.

Rate = Percent of total teacher days/year lost to absence.

Mean = Mathematical average.

Teacher Absenteeism and Proof of Illness

- Thirty-eight districts that required teachers to submit proof of illness upon return from sick leave during 1968-69 had a mean Index of 4.99 days (mean Rate of 2.65 percent) for sick leave with pay, all teachers (Table 42).

- On the other hand, 12 districts that did not require proof of illness had a mean Index of 4.62 days (mean Rate of 2.49 percent).

Table 42

TEACHER ABSENTEEISM AND PROOF OF ILLNESS

1968-69

	School Districts			
	Never Require Proof Illness N = 12		Require Proof of Illness N = 38	
Leave Category All Teachers	Mean Index	Mean Rate	Mean Index	Mean Rate
Total Leave - Pay & No Pay	5.87	3.16	6.23	3.30
Total Leave with Pay	5.57	3.00	5.73	3.04
Sick Leave with Pay	4.62	2.49	4.99	2.65
Personal Leave with Pay	0.66	0.39	0.53	0.27

Index = Days of absence/teacher/year.

Rate = Percent of total teacher days/year lost to absence.

Mean = Mathematical average.

Teacher Absenteeism and Reporting Practices

The districts were grouped according to three types of practices whereby teachers report-in to their districts that they are ill and unable to work. The purpose of this grouping was to determine if the type of reporting practice may have any bearing on extent of absenteeism.

- Five districts required teachers to report-in to an answering service during 1968-69, and had a mean Index of 5.79 days (mean Rate of 3.01 percent) for sick leave with pay, all teachers (Table 43).

- Where teachers were required to call their building principals, the mean Index for 32 districts was 4.54 days (mean Rate of 2.46 percent) for the same leave category.

- The third practice, that of calling district personnel other than answering services or principals, was employed in 11 districts which had a mean Index of 5.15 days (mean Rate of 2.68 percent).

Teacher Absenteeism and Personal Leave

Personal or emergency leaves are not strictly specified in the School Laws but are left largely to the discretion of local Boards. As a result, a great many variations are found in personal-leave policies among the districts, especially regarding the number of days allotted teachers each year, acceptable reasons for use of the leave, and days on which personal leave is prohibited.

- During 1968-69, eight districts with policies that granted teachers one day of personal leave per year had a mean Index of 0.35 days (mean Rate of 0.18 percent) for personal leave with pay, all teachers (Table 44).

- The mean Index for 21 districts that granted teachers two personal days per year was 0.72 days, more than double the mean Index for districts that granted one day.

Teacher Absenteeism and Submittal of Reasons for Personal Leave

- Twelve districts did not require teachers to submit reasons for each use of personal leave during 1968-69 and had a mean Index of 0.84 days (mean Rate of 0.45 percent) for personal leave with pay, all teachers (Table 45).

- However, 32 districts required submittal of a reason for each use of personal leave and had a mean Index of 0.49 days (mean Rate of 0.24 percent).

- Whereas male teachers generally utilized less sick leave than female teachers in all the districts, the male teachers averaged more personal leave than female teachers only in those districts where no questions were asked concerning the purposes for which the personal leave was taken.

Teacher Absenteeism and Maternity Leave

- Seventeen districts that granted maternity leave during 1968-69 had a mean Index of 6.37 days (mean Rate of 3.51 percent) for total leave, pay and no pay, female teachers (Table 46).

- Meantime, 31 districts without policies for maternity leave had a mean Index of 7.22 days (mean Rate of 3.90 percent).

Teacher Absenteeism and Additional Bereavement Leave

- Fourteen districts granted funeral leave on the death of a friend while 36 districts did not grant such leave. Both groups of districts had identical mean Indexes of 0.21 days (mean Rates of 0.11 percent) for bereavement leave with pay, all teachers (Table 47).

- Fifteen districts granted additional days of bereavement leave beyond the State mandates and had a mean Index of 0.26 days (mean Rate of 0.14 percent) for bereavement leave with pay, all teachers. The 35 districts that did not exceed State mandates had a mean Index of 0.20 days (mean Rate of 0.10 percent).

Table 43

TEACHER ABSENTEEISM AND REPORTING PRACTICES

1968-6[illegible]

Practices Whereby Teacher Calls:	Sick Leave with Pay					
	Female Teachers		Male Teachers		All Teachers	
	Mean Index	Mean Rate	Mean Index	Mean Rate	Mean Index	Mean Rate
Answering Service N = 5	6.33	3.42	4.15	2.24	5.79	3.01
Building Principal N = 32	5.31	2.85	3.30	1.78	4.54	2.46
Some Other Person N = 11	5.86	3.13	4.03	2.16	5.15	2.68

Table 44

TEACHER ABSENTEEISM AND PERSONAL LEAVE

1968-69

Policy	Dist.	Personal Leave with Pay					
		Female Teachers		Male Teachers		All Teachers	
		Mean Index	Mean Rate	Mean Index	Mean Rate	Mean Index	Mean Rate
1 Day/Year	8	0.36	0.19	0.32	0.17	0.35	0.18
2 Days/Year	21	0.74	0.40	0.70	0.37	0.72	0.39
More Than 2 Days	11	0.57	0.30	0.51	0.28	0.55	0.30
Days Discretionary	8	0.48	0.26	0.46	0.24	0.48	0.26

Table 45

TEACHER ABSENTEEISM AND SUBMITTAL OF A REASON FOR PERSONAL LEAVE, 1968-69

	School Districts			
	No Reason Submitted N = 12		Reasons Always Submitted N = 32	
Personal Leave by:	Mean Index	Mean Rate	Mean Index	Mean Rate
Female Teachers	0.83	0.44	0.52	0.27
Male Teachers	0.89	0.48	0.44	0.23
All Teachers	0.84	0.45	0.49	0.24

Table 46

TAECHER ABSENTEEISM AND MATERNITY LEAVE, 1968-69

	School Districts			
	Maternity Leave Granted N = 17		No Maternity Leave Granted N = 31	
Leave Category Female Teachers	Mean Index	Mean Rate	Mean Index	Mean Rate
Total Leave - Pay & No Pay	6.37	3.51	7.22	3.90
Sick Leave with Pay	5.49	2.92	5.55	2.98
Personal Leave with Pay	0.63	0.38	0.56	0.29

Table 47

TEACHER ABSENTEEISM AND ADDITIONAL BEREAVEMENT LEAVE, 1968-69

	School Districts			
	Additional Days Beyond Mandated		Funeral Leave Death of Friend	
Bereavement Leave All Teachers	Granted N = 15	Not Grant. N = 35	Granted N = 14	Not Grant. N = 36
Mean Index	0.26	0.20	0.21	0.21
Mean Rate	0.14	0.10	0.11	0.11

Teacher Absenteeism and Cumulation of Unused Personal Leave

- Five districts permitted the cumulation of unused personal leave by teachers for use in succeeding school years and had a mean Index of 0.53 days (mean Rate of 0.28 percent) for personal leave with pay, all teachers (Table 48).

- The 45 districts that did not authorize cumulation of unused personal leave had a mean Index of 0.57 days (mean Rate of 0.30 percent) for the same leave category.

Teacher Absenteeism and Severance Pay

- In 1968-69, severance pay to teachers upon retirement was granted by 21 districts which had a mean Index of 6.09 days (mean Rate of 3.27 percent) for total leave, pay and no pay, all teachers (Table 49).

- Twenty-nine districts did not grant severance pay and had a mean Index of 5.43 days (mean Rate of 2.92 percent).

- Four districts that plan to enact policies for severance pay during 1970-71 had a mean Index of 6.28 days (mean Rate of 3.40 percent) for total leave, pay and no pay, all teachers in 1968-69.

Teacher Absenteeism and Grade Organization

- During 1968-69, seven different grade plans prevailed among the districts. Twenty-five districts adhered to a 6-3-3 plan and had a mean Index of 6.45 days (mean Rate of 3.49 percent)for total leave, pay and no pay, all teachers (Table 50).

- The ten districts that employed a 6-6 grade plan had a mean Index of 5.87 days (mean Rate of 3.13 percent) for the same leave category.

Teacher Absenteeism and Attendance Unit

In general during 1968-69, absenteeism by teachers was highest in elementary schools, less in extent among junior high and middle schools, and lowest in terms of Indexes and Rates of Absence in senior high schools.

Table 48

TEACHER ABSENTEEISM AND CUMULATION OF
UNUSED PERSONAL LEAVE, 1968-69

Personal Leave All Teachers	School Districts	
	Unused Personal Leave Cumulable N = 5	No Cumulation Personal Leave N = 45
Mean Index	0.53	0.57
Mean Rate	0.28	0.30

Table 49

TEACHER ABSENTEEISM AND SEVERANCE PAY
1968-69

Leave Category All Teachers	School Districts					
	Granting Severance Pay, 1968-69 N = 21		Not Granting Severance Pay, 1968-69 N = 29		Initiating Severance Pay, 1970-71 N = 4	
	Mean Index	Mean Rate	Mean Index	Mean Rate	Mean Index	Mean Rate
Total Leave - Pay & No Pay	6.09	3.27	5.43	2.92	6.28	3.40
Sick Leave with Pay	5.22	2.80	4.68	2.49	5.38	2.90
Personal Leave with Pay	0.64	0.34	0.53	0.25	0.66	0.36

Index = Days of absence/teacher/year.

Rate = Percent of total teacher days/year lost to absence.

Mean = Mathematical average.

Table 50

TEACHER ABSENTEEISM AND GRADE PLAN, 1968-69

Grade Plan	Dist.	Avg. Size Staff	Total Leave --- Female And Male Teachers: Elementary Teachers Mean Index	Elementary Teachers Mean Rate	Jr. H. (Mid) Teachers Mean Index	Jr. H. (Mid) Teachers Mean Rate	Intermediate Teachers Mean Index	Intermediate Teachers Mean Rate	High School Teachers Mean Index	High School Teachers Mean Rate	Total Staff Mean Index	Total Staff Mean Rate
6-3-3	25	291	7.32	3.95	5.72	3.08	-	-	5.69	3.07	6.45	3.49
6-6	10	101	6.24	3.33	←	←	5.47	2.88	→	→	5.87	3.13
4-4-4	2	116	6.93	3.66	6.24	3.30	-	-	5.09	2.70	6.02	3.19
6-2-4	4	198	6.28	3.15	5.30	2.83	-	-	4.52	2.41	5.48	2.92
5-3-4	3	206	5.55	2.96	6.55	3.50	-	-	5.82	3.11	5.91	3.16
6-2-2-2	2	250	6.71	3.56	10.01	5.29	5.46	2.89	6.32	3.34	6.86	3.64
5-3-2-2	1	437	6.04	3.25	5.03	2.71	5.45	2.93	5.88	3.16	5.63	3.02

Index = Days of absence/teacher/year.

Rate = Percent of total teacher days/year lost to absence.

Mean = Mathematical average.

Table 51

TEACHER ABSENTEEISM AND ATTENDANCE UNIT

1968-69

Attendance Unit	Grade Plan	Dist.	Avg. Staff	Total Leave -- Female and Male Teachers: Mean Index	Mean Rate
Pre-Kindergarten	PK	3	3	9.95	5.38
Kindergarten	K	44	8	6.30	3.36
Elementary:					
	1-4	2	39	6.90	3.67
	1-5	4	99	5.67	3.04
	1-6	41	103	6.92	3.70
Secondary:					
Middle	5-8	2	32.5	6.24	3.30
Junior H/ Middle/ Intermediate	6-8	4	68	6.17	3.30
Junior High	7-8	6	39	6.87	3.64
Junior High	7-9	25	80	5.72	3.08
Jr-Sr High	7-12	10	53	5.47	2.90
Intermediate High School	9-10	3	59	5.46	2.90
Senior H/High	9-12	9	63	5.08	2.71
Senior H/High	10-12	25	72	5.66	3.07
Senior High	11-12	3	58	6.17	3.28
Vocational*	-	1	10	8.50	4.52

* Derry Twp. School Dist.

Index = Days of absence/teacher/year.
Rate = Percent of total teacher days/year lost to absence.
Mean = Mathematical average.

PART II
CHAPTER NINE

CONCLUSIONS

As the correlation technique was applied to several benefits for supplemental remuneration, a trend or pattern of tendencies emerged representing situations where school districts that provide, or do not provide, certain benefits have higher absenteeism. In generalizing as to these tendencies it might be said hypothetically that a district is either prone to or resistant to teacher absenteeism.

Generalizations Concerning Absenteeism-Prone Districts, 1968-69

- Teachers were granted additional sick-leave days with pay beyond the State-mandated ten days per year.
- Teachers automatically submitted proof of illness upon return from sick leave.
- An answering service was available to handle calls by teachers who "call in sick".
- Two, or even more than two days of personal leave with pay were alotted to teachers. However, unused personal leave could not be carried over for use in future years.
- Teachers were not required to submit reasons for use of part or all of the personal leave allotment.
- Maternity leave was not provided.
- Severance pay, if offered, had little effect on the extent of absenteeism in the district.
- Teachers were granted additional bereavement leave beyond the State mandates.
- Female teachers took considerably more leave of absence than male teachers, especially on the elementary school level.
- The districts probably utilized a 6-3-3 grade-organization plan.

It is noteworthy that size of staff and magnitude of salary schedule for teachers had little effect on absenteeism. Absenteeism-prone districts, as well as absenteeism-resistant districts, employed varying numbers of classroom teachers.

Generalizations Concerning Absenteeism-Prone Districts, 1968-69 (cont'd)

In addition, the salary scale for teachers can be low or high, in relation to other districts of the immediate geographic region, while showing little variation in absenteeism.

Generalizations Concerning Absenteeism-Resistant Districts, 1968-69

- Benefits for sick leave did not exceed State mandates.
- Requiring proof of illness from teachers when returning from sick leave was strictly at the discretion of the administration and/or Board.
- Teachers telephoned their building principals when they were ill and unable to work.
- Either one day of personal leave was allotted to teachers per year or, the granting of personal leave was decided in each case at the discretion of the administration and/or Board.
- Teachers submitted reasons for each use of personal leave.
- Maternity leave was provided.
- Severance pay was not offered.
- Policies for bereavement leave did not exceed State mandates.
- The extent to which female teachers exceeded male teachers in use of leave was significant but not nearly so pronounced as in absenteeism - prone districts.
- A variety of grade-organization plans were utilized among the districts.

Caution should be taken in order that the generalizations listed for absenteeism-prone and absenteeism-resistant districts are not misinterpreted. In each case, generalizations were drawn from data representing a number of districts. To reverse this process and to submit a particular district to a "test" of the generalizations is illogical and unwarranted. Furthermore, causality is not necessarily to be inferred from the generalizations. It is essential to remember that the generalizations were derived from correlations involving benefits for supplemental remuneration together with absenteeism. In all probability, additional factors also have a bearing on teacher absenteeism.

Perhaps the generalizations concerning absenteeism-prone and absenteeism-resistant districts might serve as:

1. A framework by which administrators can evaluate current policies for supplemental remuneration of teachers.

2. A guide for districts that are planning additional benefits for supplemental remuneration in order that circumstances in which absenteeism might occur can be avoided.

3. A reminder that personnel policies are essentially co-factors, along with various other components of the educational organization and its environment, that act in concert to produce conditions affecting absenteeism by teachers.

The Costs of Teacher Absenteeism

Each time a teacher fails to appear on the job, regardless of the reason, the learning program of students involved may suffer somewhat and the school district inevitably incurs additional dollar costs. The latter includes:

- Per diem pay of a substitute.
- Office expenses for assigning the substitute, recording the absence, and so forth.
- Insurance premiums and related expenses shared by the district, which may be affected adversely.

In 1968-69, nearly 12,000 teachers were employed by the 50 districts participating in the study. These teachers were absent from the classroom almost 71,000 days during that academic year. Substitute teachers were employed for a total of 68,850 days as classroom replacements. At an average per diem rate of $29.87, the costs borne by the 50 districts for substitute teachers alone amounted to $2,056,549. The "average district" paid out $41,131.

During the same period, 42 districts (84.0%) spent more than they had budgeted for subsitute teachers. Accordingly, the "average district" exceeded its allocation by 36% or $9,945. Only eight districts spent less than budgeted for substitute teachers, utilizing 87% of the allocated funds on the average.

The Costs of Teacher Absenteeism (cont'd)

For the first six months of the academic year in 1969-70, (September 1 to March 1) eight districts had already exceeded budgetary provisions for substitute teachers that were intended to cover such expenses for the entire year. The remaining 42 districts had spent an average of nearly 80% of budgeted funds during those six months. Many are almost certain to exceed their allocations before the year's end. In other words, districts that had paid salaries to substitute teachers in excess of budgetary provisions during 1968-69 and then had increased the allocations in anticipating the needs for 1969-70, were once again in a position of spending more monies than budgeted in order to cover the growing expenses for teacher absenteeism.

Recommendations for Further Study

Initial plans projected the need for in-depth research at a later date pertaining to a number of selected variables not examined in the present study, including:

- Absenteeism on Fridays, Mondays, and before and after holidays.
- The duration of leaves of absence for sickness, and the times of the year when extended absences generally occur.
- Absenteeism by teachers grouped according to age, experience, size of family, extra-curricular assignments, outside employment, and professional preparation.

Further study might also focus upon trends in absenteeism through computation of Indexes and Rates of Absence for employees over a period of years. Thus, recent absenteeism may be compared with absenteeism in earlier years in order to determine what, if any, changes in patterns have occurred.

Additionally, in recognition of the considerable variation in effectiveness and reliability concerning the reporting and recording systems for absences currently utilized in the districts, it is recommended that immediate efforts be devoted to a project for the development of a Model Absenteeism Reporting and Recording System (MARRS). The components of Project MARRS would include:

Recommendations for Further Study (cont'd)

1. A low-cost, systematic accounting program for absences by all employees. The program would provide accurate recording, access to cumulative data for all categories of absences, and effective feedback regarding misuse of absence privileges.

2. A cost-analysis program for treatment of absenteeism in terms of current expenditures by the district, as well as anticipated expenditures in succeeding school years.

3. A multi-district data bank for computerized storage and retrieval of information regarding absenteeism and related policies for supplemental remuneration of employees.

Appendix A

LEGAL BASES FOR PERSONNEL POLICIES CONCERNING TEACHERS

Serving as the legal foundations for personnel policies concerning teachers are the 1968 edition of School Laws of Pennsylvania and subsequent ammendments, along with judicial interpretation of the law by the courts. Certain policies, such as those providing sick leave, bereavement leave, and sabbatical leave, are drafted by local districts under the explicit directives of the statutes. In many cases, the districts adopt verbatim those sections of School Laws.... which refer to such policies. On the other hand, the majority of local policies concerning teachers are written by districts in exercising discretionary powers granted by the Commonwealth. For example, personal leave is not so clearly defined in the statutes as is sick leave, and the drafting of policies for personal leave has often proceeded from a single statement in the School Laws...: "Whenever a teacher is prevented by sickness or some other unavoidable circumstance from following his or her occupation, the school district may, at the discretion of the directors, make such payments of compensation during the period of absence from duty as the exigencies of the case may seem to warrant" (Section 1153). Obviously, the plethora of interpretations regarding what constitutes "unavoidable circumstances" could and has, resulted in considerable variation in the policies for personal leave enacted by local districts.

The following guide consists of alphabetical citations to the School Laws for selected personnel policies, both directive and discretionary, which were maintained by council districts during 1969-70. This list in no way comprises a total compendium of pertinent references to the statutes, nor policies derivable therefrom. However, the list does represent a consensus, drawn from the sampled districts, of the specific sections of the School Laws...which provides the legal basis for the selected policies and the correlative benefits accorded teachers.

Guide To Personnel Policies As Cited In The School Laws of Pennsylvania

Personnel Policy	Section Numbers
Additional Sick Leave	1153
Annual Leave	1153
Association/Union Activities	522.1, 1194
Bereavement Leave	1154
Bonus Payments	1152
Commencement Leave	1153
Consultant Leave	1153

Appendix A (cont'd)

Personnel Policy	Section Numbers
Continuing Education	1194
Continuous Advanced Study	522.1, 1194, 3332
Convention Leave	517
Court Appearance	1153
Deferment from Military Duty	1176 - 1181
Early Leave	522.1
Educational Visitations	517, 1194
Exchange Teaching	522
Family Illness	1154
Health Insurance	513
Health Services	1416, 1418, 1422, 3525
Income Protection Insurance	513
In-Service Education	1186 - 1194
Jury Duty	1153
Liability Insurance	774
Life Insurance	513
Longevity Pay	1152
Maternity Leave	1153
Matrimonial Leave	1153
Medical Examination	1416, 1418, 1422
Military Training	1176 - 1181, 3301, 3327, 3341.1, 3718
Personal Leave	1153, 3332
Religious Leave	1153
Sabbatical Leave	1166 - 1171, 3331
Serve in Peace Corps, VISTA, etc...	522.1
Sick Leave	1154, Act 51
Severance Pay	1152
Substitute Teachers	1148
Travel Expenses	517
Travel Leave	1166
Voluntary Annuity Plan	513
Voting	1153

Appendix B

SPECIAL EXAMPLES OF PERSONNEL POLICIES

Several types of personnel policies concerning teachers in the districts might be considered unique or exceptional in that they are either:

1. Adopted by only a few districts, or

2. Rarely expressed in written form, but rather, appear as statements only when decisions are made by the Boards regarding individual cases that involve the policies in question.

Annual Leave

"Annual Leave for 12 Month Employees:

Effective July 1, 1969, all twelve (12) month professional employees, employed for the school year 68-69, shall have accumulated twenty (20) days leave. Also, effective July 1, 1969, all professional employees shall accumulate at the rate of two (2) days per month for each month of employment, not to exceed thirty (30) days. Continuous leave of five (5) days or more must be approved by the Superintendent of Schools." (Norristown Area School District).

Association/Union Activities

"Attendance at Professional Meetings:

Official delegates, representing the local professional teachers' organization may be granted permission to attend scheduled regional and state association meetings. Not more than two official local delegates may be granted permission to attend any one meeting. If approved, no pay deductions shall be made and the delegates' attendance at such meetings shall not exceed two teacher days. Additional days absence shall be approved by the Superintendent of Schools with pay deduction." (Hanover Borough School District).

Bonus Payments

"Bonus Payments:

1. Bonus payments are paid for a particular purpose and shall not become a part of the on-going permanent salary of an employee.

2. All professional employees, even though not covered by other sections of this policy and schedule, will be eligible to earn bonus payments for outstanding contributions to education and society.

3. Bonus payments will be granted through the earning of units. Each unit to be worth ten dollars ($10.00).

4. Units may be granted for outstanding contributions by performing research etc....

5. Units shall not be granted for contributions, research, or writings done as a required part of a college course or university course taken as a degree requirement or for advancement on the local salary schedule.

6 - 10... (omitted).

11. Possible number of units:

(a)	Attendance at regional, state, or national meetings	1 - 6 Units
(b)	Major participation in programs of regional, state, or national meetings	2 - 8 Units
(c)	Recognition by the profession for outstanding service or for purposes other than those included in other divisions of this bonus payment section	1 - 8 Units
(d)	Original writing and publication of an article	3 - 10 Units
(e)	Performing and publication of research (Lebanon School District)	5 - 15 Units

Consultant Leave

"Consultants:

Any teacher requested to act in the capacity of consultant or lecturer shall be limited to 4 school days per year. Prior permission in writing shall be requested at least six weeks before the date is to occur. If approved, the Board will pay the salary of the substitute. All other expenses shall be paid by the teacher." (Hanover Borough School District).

Appendix B (cont'd):

Continuous Advanced Study

"Continous advanced study:

Leaves of absence for one year without pay for professional improvement may be granted after 3 years or more of continuous service. Such leave may be granted for continuous advanced study, and requires that the recipient earn at least 9 credits per semester or equivalent, and that the courses relate to present or prospective service in public or private education. Time spent on such leave does not count toward eligibility for sabbatical leave or sick leave ..." (Waynesboro Area School District).

Convention Leave

"Conventions and conferences:

Teachers who wish to attend a convention or conference should write a letter of request addressed to the superintendent and hand it to their principal. In acting on the request, the superintendent will consider the prospective value of the convention; the number of such requests from one individual department, or division; and the status of funds budgeted for that purpose." (Wilson School District).

Court Appearance

"Leaves: appearance in Court:

An employee of the school system who is called to serve on the jury, or is subpoenaed as a witness, such service requiring loss of time from regular duties, shall be paid his regular salary less the amount received from the Court. Such payment shall be made for a period not exceeding ten school days in any one school term. Requests for extensions beyond ten days must be accompanied by written documentation signed by an official of the Court." (Waynesboro Area School District).

Early Leave

"Early leave for college, fellowship study, or travel:

The Board of School Directors is cognizant of the value of graduate study under any of the various fellowship grants. Such study improves a teacher and provides a better education for the boys and girls in our schools. However, it is recognized also that the absence of a teacher, particularly at the beginning

Early Leave (cont'd)

or at the end of a school year, works hardships on the other members of the professional staff. It also handicaps the students in the classes. The Board believes, therefore, that every effort should be made by teachers who are planning such study to arrange attendance at colleges or universities which does not conflict with the school calendar. Transportation also should be arranged so as not to be absent from school....." (Springfield School District, Delaware County).

Exchange Teaching

"Exchange teacher:

To improve International understanding and to provide teachers with an opportunity to study foreign systems of education, the school system may grant permission for a teacher to participate in the United States International Exchange Program. The Board of Directors further agrees to pay the salary and benefits which accrue to the teacher and to accept an exchange teacher whose salary is paid by his own school authority. The exchange teacher's credentials to be submitted to the superintendent for review and recommendation to the Board of Directors prior to the time an exchange arrangement is completed." (Interboro School System).

Family Illness

"All teachers shall be allowed five (5) days to attend a member of the family who is seriously ill. The deducation of the substitute's pay shall be made for these five (5) days. The time may be extended by the Superintendent when certified beforehand by the family physician that it is absolutely essential the teacher remain in attendance for the welfare of the patient. All other means of care shall have been exhausted." (Derry Twp. School District).

Jury Duty

"Absence for jury duty:

The Board of School Directors recognizes the civic responsibility involved in citizens serving on a jury. However, the Board also notes with appreciation that teachers are generally exempt from jury duty by statute. This, the Board believes, is proper in view of the importance of a good education to the children

Jury Duty (cont'd)

and youth of our community. Teachers who are absent for jury duty do not receive any salary payments for the day or days absent." (Springfield School District, Delaware County).

Longevity Pay

"Longevity pay:

All full time employees have been granted longevity pay at the rate of $100 per year after the completion of the first seven (7) years of service and $100 per year after the completion of each subsequent five-year period of service in the district." (Middletown Area School District).

Maternity Leave

"Rules and Regulations Covering Maternity Leave:

1. A teacher applying for leave of absence because of expected maternity shall file an application with the Superintendent of Schools in writing not less than five months prior to the birth of the child.....

2. Such leave of absence when granted shall be for a period of two years from the date of application for leave of absence on the official form of the district.

3. ....(omitted).

4. Teachers granted a maternity leave of absence shall return to duty at the beginning of the school year following the expiration of such leave....

5. In the event of the granting of a leave of absence under the provisions of this rule and the death of the child prior to the expiration of said leave of absence, such teacher may be permitted to return to active teaching at the beginning of the next semester after the death of said child, provided ninety days written notice of such intention to return be filed with the Superintendent.

6. ....(omitted).

7. The salary of a teacher returning from maternity leave shall be the salary last received plus one increment.

8. .... (omitted).

Maternity Leave (cont'd)

9. Any female teacher wishing to adopt an infant of pre-school age granted a leave of absence for one year pending legal adoption of said child.

10. Upon the issuance of a decree of adoption by a court of competent jurisdiction, a second year's leave of absence shall be granted the teacher concerned.

11. All the regulations pertaining to maternity leave now in effect shall apply in cases of leave granted in consideration of the adoption of a pre-school infant."
(School District of the City of York).

Matrimonial Leave

"Employees with a minimum of five years service will be granted one week's vacation with pay for marriage. The two personal days granted all employees each year should be part of the week's vacation with pay." (Hatboro-Horsham School District).

Military Training

"Personnel who are in any reserve component of the armed services shall be entitled to a leave of absence from their respective duties without loss of pay, time, or efficiency rating on all days not exceeding fifteen in any one year during which they shall, as members of such reserve components, be ordered or authorized by the Federal forces. Personnel are encouraged to request military training assignments during school holidays or summer months whenever possible." (Springfield School District, Delaware County).

Request for Deferment from Military Duty

"Recognizing the civic and moral obligation which teachers, along with all citizens, owe to the defense of our country, the Board of School Directors of the district adopts the following policy regarding requests for deferments of teachers from military duty. Requests for deferment are to be discouraged. In an instance where the services rendered to the school district are extremely critical in nature and where a qualified replacement is not available, then a request for deferment from military duty shall be referred to the chairman of the Personnel Committee of the Board of School Directors. Such a referral shall

Request for Deferment from Military Duty (cont'd)

be accompanied by an assessment in writing substantiating the fact that these services are extremely critical and verifying the fact that no replacement is readily available. The recommendations of the Personnel Committee shall be submitted to the Board of School Directors for final action in determining whether or not the request for deferments from military duty shall be sent to the Selective Service Board on behalf of the teacher requesting such deferment." (Upper Merion Area School District).

Service in Peace Corps, VISTA, etc...

"Leaves of absence for up to eighteen months may be granted to tenure employees who join the Peace Corps, VISTA, National Teacher Corps, or an overseas teacher program, who are full-time participants in any such program." (Waynesboro Area School District).

"Peace Corps Leave of Absence:

The Board of Education may grant a leave of absence, without salary, upon written request to teachers who have five or more years of service in the system in order for them to participate full time in the Peace Corps, VISTA, or any similarly recognized program. Such leaves not to extend more than two school years....." (Interboro School System).

Severance Pay

"Retirement Pay:

Upon retirement a professional employee shall be entitled to a cash payment based on the balance of the accumulated sick leave, payment to be one-third of accumulated days remaining (not to exceed 120 days) to his or her credit, multiplied by the per diem rate paid substitute teachers at the time said employee retires. In the event of death of a professional employee, a payment shall be made to his or her beneficiary, the amount to be calculated by multiplying the number of unused days of sick leave (not to exceed 120 days) by the per diem rate paid substitute teachers at the time of death of said employee."
(Carlisle Area School District).

Appendix B (cont'd)

"Severance Pay:

Staff members will receive severance pay at the substitute's pay rate for each accrued day of unused sick pay over 70 days to a maximum of 20 days upon retirement. To compute severance pay, the rate for the substitute's degree comparable to that of the retiree shall be used."
(Lansdowne-Aldan Joint School System).

"Reimbursement for Unused Sick Leave: (1969-70 Policy)

The district shall reimburse each teacher upon retirement from this district a portion of the value of unused sick leave credited to him, according to the following formula and conditions:

(1) Formula: PER CENT X NUMBER OF UNUSED DAYS X SUBSTITUTE PER DIEM
(2) Condition: The condition of retirement is defined as the period when the teacher begins drawing compensation from the Pennsylvania School Board Employees Retirement System or after forced retirement for physical or mental reasons.
(3) Condition: In the event of the death of a teacher before retirement reimbursement for which he has qualified will be made to a named beneficiary or to his estate.
(4) Condition: Reimbursement will not be paid until five (5) years of service in the district have been completed.
(5) Condition: The percent of the fifth year, i.e., the first year reimbursement can be paid, will be 10%.
(6) Condition: The percentage rate will increase by 1% for each additional year of service in the district beyond the fifth year.
(7) Condition: During the period 1959-70, reimbursement to any teacher shall not exceed $500." (Souderton Area School District).

"Reimbursement for Unused Sick Leave: (1970-71 Policy)

The district shall reimburse each teacher upon retirement from the district a portion of the value of unused sick leave credited to him, according to the following formula and conditions:

(1) Formula: PER CENT X NUMBER OF UNUSED DAYS X SUBSTITUTE PER DIEM
(2) Condition: The condition of retirement is defined as the period when the teacher has qualified to draw compensation from the Pennsylvania Public School Employees Retirement System, retires from the teaching profession and either starts to receive compensation or elects to vest his or her rights until superannuation retirement age is reached.
(3) Condition: In the event of the death of a teacher before retirement, reimbursemer for which he has qualified will be made to a named beneficiary or his estate.
(4) Condition: Reimbursement will not be paid until five (5) years of service in the district have been completed.

Appendix B (cont'd)

"Severance Pay:

"Reimbursement for Unused Sick Leave: (1970-71 Policy)

(5) Condition: The per cent for the fifth year, i.e., the first year reimbursement can be paid, will be twelve (12) per cent.

(6) Condition: The percentage rate will increase by 1% for each additional year of service in the district beyond the fifth year.

(7) Condition: Reimbursement to any teacher shall not be limited to any maximum amount." (Souderton Area School District).

Appendix C

INDEXES OF ABSENCE, 1968-69

No.	District	Group	Female				Male				All Teachers					
			Total Leave - Pay and No Pay	Total Leave with Pay	Sick Leave with Pay	Personal Leave with Pay	Total Leave - Pay and No Pay	Total Leave with Pay	Sick Leave with Pay	Personal Leave with Pay	Total Leave - Pay and No Pay	Total Leave with Pay	Sick Leave with Pay	Personal Leave with Pay	Bereavement Leave with Pay	Leave Without Pay
1	Antietam	E	7.55	7.00	6.84	0.08	2.38	2.33	2.10	0.05	6.00	5.60	5.41	0.07	0.11	0.40
2	Boyertown	B	5.28	5.14	4.38	0.36	3.42	2.61	2.26	0.14	4.54	4.13	3.54	0.27	0.33	0.40
3	Carlisle	D	5.07	5.05	4.26	0.55	3.16	3.11	2.40	0.46	4.33	4.30	3.54	0.52	0.24	0.03
4	Cheltenham	A	8.23	7.57	6.27	1.13	5.96	5.11	4.04	0.99	7.51	6.79	5.56	1.09	0.14	0.72
5	Coatesville	B	6.52	6.14	4.45	1.21	4.44	4.32	3.02	1.12	5.63	5.36	3.84	1.17	0.35	0.27
6	Collingdale	B	5.09	4.90	4.10	0.64	5.11	5.02	4.13	0.67	5.10	4.94	4.11	0.65	0.18	0.16
7	Cornwall-Leb.	D	No Data Available				No Data Available				No Data Available					
8	Daniel Boone	E	6.20	5.30	4.13	0.91	7.63	6.76	5.64	0.93	6.70	5.82	4.66	0.91	0.25	0.89
9	Darby-Colwyn	A	10.23	9.63	8.58	0.88	5.94	5.42	4.45	0.79	8.46	7.89	6.88	0.84	0.18	0.57
10	Derry Twp.	D	6.09	5.63	4.38	0.85	3.35	3.35	2.75	0.54	4.99	4.72	3.73	0.72	0.27	0.28
11	Downingtown	B	7.02	6.47	5.58	0.77	4.31	4.16	3.56	0.56	6.20	5.78	4.97	0.71	0.10	0.42
12	Gettysburg	D	6.16	5.57	4.79	0.44	2.96	2.71	2.24	0.31	4.86	4.40	3.75	0.39	0.27	0.45
13	Gov. Mifflin*	E	No Data Available				No Data Available				5.50	5.23	4.84	0.16	0.25	0.26
14	Great Valley	B	No Data Available				No Data Available				No Data Available					
15	Hanover Bor.	D	7.18	6.64	5.76	0.61	3.74	3.42	2.17	1.10	5.70	5.25	4.21	0.82	0.22	0.44
16	Hatboro-Hors.	C	8.25	8.10	7.10	0.61	5.67	5.16	4.22	0.79	7.21	6.92	5.94	0.69	0.29	0.29
17	Haverford Twp.	A	No Data Available				No Data Available				No Data Available					
18	Interboro	E	11.35	10.29	9.64	0.43	6.42	5.82	5.48	0.22	9.40	8.52	7.94	0.38	0.18	0.87
19	Jenkintown	C	No Data Available				No Data Available				No Data Available					
20	Kennett Con.	B	3.66	3.62	3.62	0.0	2.62	2.33	2.05	0.17	3.30	3.18	3.08	0.06	0.04	0.10
21	Lansdowne-A.	A	9.14	8.76	7.62	0.72	5.45	5.35	4.67	0.56	7.97	7.67	6.68	0.67	0.32	0.30
22	Lebanon	D	7.20	5.97	5.71	0.02	3.83	3.54	3.34	0.0	5.84	4.99	4.75	0.01	0.22	0.85
23	L. Moreland	C	6.74	6.65	5.69	0.81	3.98	3.84	2.98	0.42	5.78	5.68	4.75	0.68	0.25	0.10
24	Marple New.	E	6.75	6.36	5.51	0.59	5.89	5.83	4.78	0.67	6.50	6.20	5.29	0.62	0.29	0.30
25	Mechanicsburg	D	4.12	3.62	3.35	0.19	3.50	3.39	3.02	0.23	3.87	3.52	3.21	0.21	0.10	0.34
26	Methacton	C	6.27	5.64	4.86	0.39	3.52	3.41	2.88	0.40	5.06	4.66	3.99	0.40	0.27	0.40
27	Middletown	D	6.81	6.74	5.40	1.27	5.77	5.77	4.20	1.36	6.46	6.41	4.99	1.30	0.12	0.05
28	Norristown	A	9.58	9.19	7.77	1.04	7.09	6.94	5.86	0.98	8.90	8.58	7.24	1.03	0.31	0.32

* Data include Specialists and Administrators.

Appendix C

No.	District	Group	Female				Male				All Teachers					
			Total Leave - Pay and No Pay	Total Leave with Pay	Sick Leave with Pay	Personal Leave with Pay	Total Leave - Pay and No Pay	Total Leave with Pay	Sick Leave with Pay	Personal Leave with Pay	Total Leave - Pay and No Pay	Total Leave with Pay	Sick Leave with Pay	Personal Leave with Pay	Bereavement Leave with Pay	Leave Without Pay
29	North Penn	C	7.22	6.65	5.93	0.52	3.62	3.53	3.09	0.29	6.06	5.64	5.01	0.44	0.19	0.42
30	O.J. Roberts	E	6.85	6.41	4.99	1.15	4.39	4.09	2.91	0.95	5.92	5.54	4.20	1.07	0.26	0.38
31	Oxford Area	B	9.26	7.74	6.11	1.24	5.43	4.87	3.92	0.83	7.52	6.43	5.11	1.05	0.27	1.09
32	Penn-Delco	E	No Data Available				No Data Available				10.48	9.80	9.37	0.19	0.23	0.68
33	Phoenixville	E	7.87	7.35	6.68	0.41	4.58	4.40	3.73	0.51	6.94	6.51	5.84	0.43	0.24	0.43
34	Pottsgrove	C	8.07	7.01	5.97	0.85	4.43	4.30	3.20	0.79	6.49	5.84	4.77	0.82	0.25	0.65
35	Pottstown	B	6.45	5.62	5.19	0.23	4.94	4.83	4.31	0.29	5.94	5.35	4.89	0.25	0.21	0.59
36	Radnor	A	7.82	7.26	6.63	0.42	4.21	4.10	3.56	0.35	6.67	6.26	5.65	0.40	0.20	0.41
37	Ridley	B	8.20	7.57	7.03	0.21	4.30	4.27	3.70	0.36	6.84	6.42	5.86	0.26	0.29	0.42
38	Sharon Hill	B	5.84	5.04	4.79	0.23	9.06	9.06	8.26	0.72	7.18	6.72	6.23	0.43	0.05	0.47
39	Shippensburg	D	5.30	4.74	4.28	0.14	3.31	3.29	2.97	0.19	4.48	4.10	3.74	0.16	0.24	0.39
40	Souderton	C	7.51	7.08	5.42	1.34	4.10	3.82	2.66	0.92	6.13	5.75	4.34	1.17	0.28	0.37
41	SpringfieldD	B	4.70	4.41	3.88	0.26	3.50	3.47	2.97	0.27	4.29	4.09	3.57	0.26	0.26	0.20
42	SpringfieldM	A	7.53	6.61	6.31	0.05	5.38	4.97	4.72	0.06	6.81	6.06	5.78	0.05	0.23	0.75
43	Spring-Ford	C	5.33	5.18	4.15	0.75	4.10	3.99	2.78	0.98	4.90	4.75	3.67	0.83	0.25	0.14
44	Swarthmore-R.	A	6.94	6.22	5.89	0.10	3.09	2.80	1.93	0.13	5.50	4.95	4.41	0.11	0.43	0.55
45	Tredyffrin-E.	B	7.19	6.80	5.09	1.56	4.95	4.83	3.60	0.90	6.55	6.24	4.67	1.37	0.20	0.31
46	Upper Adams	D	4.53	4.16	3.58	0.43	2.96	2.68	2.48	0.18	3.93	3.59	3.16	0.34	0.10	0.34
47	Upper Darby	A	7.57	6.92	6.09	0.60	4.16	4.07	3.50	0.35	6.44	5.90	5.23	0.52	0.23	0.46
48	Upper Dublin	C	5.86	5.33	4.83	0.39	3.93	3.74	3.25	0.33	5.21	4.79	4.30	0.37	0.12	0.42
49	Upper Merion	E	7.56	6.75	5.94	0.60	4.25	4.25	3.52	0.49	6.41	5.88	5.10	0.56	0.22	0.53
50	U. Perkiomen	C	7.02	6.08	5.54	0.27	5.10	4.80	4.42	0.31	6.26	5.57	5.09	0.29	0.19	0.69
51	Waynesboro	D	7.75	6.08	5.83	0.16	3.02	2.84	2.52	0.13	5.96	4.86	4.57	0.14	0.14	1.10
52	West Chester	B	No Data Available				No Data Available				No Data Available					
53	Wilson	C	5.23	4.88	4.18	0.40	3.86	3.29	2.46	0.62	4.71	4.27	3.52	0.49	0.26	0.44
54	Wissahickon	C	6.98	6.39	5.42	0.97	4.70	4.60	3.94	0.66	6.21	5.79	4.92	0.87	0.0	0.43
55	Yeadon	E	No Data Available				No Data Available				No Data Available					
56	York City	D	9.50	8.67	7.60	0.80	6.00	5.83	4.19	1.53	8.33	7.72	6.46	1.04	0.22	0.65

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Appendix C

All Teachers -- By Attendance Unit

No.	District	Group	Total Leave	Kind.	Elem.	Jr.HS Middle	Sr.HS	Other	
1	Antietam	E	6.00	2.67	8.66	- 3.86		-	
2	Boyertown	B	4.54	0.56	6.30	2.91	3.43	-	
3	Carlisle	D	4.33	5.80	4.82	3.88	4.45	3.20	Intermed. School
4	Cheltenham	A	7.51	4.60	9.39	5.64	7.19	-	
5	Coatesville	B	5.63	5.27	6.04	5.03	5.88	5.45	Intermed. School
6	Collingdale	B	5.10	5.86	4.85	5.16		-	
7	Cornwall-Leb.	D	No Data Available						
8	Daniel Boone	E	6.70	3.33	5.42	8.04		-	
9	Darby-Colwyn	A	8.46	8.10	9.83	5.93	9.23	-	
10	Derry Twp.	D	4.99	5.80	5.00	5.36	3.67	8.50	Vocational
11	Downingtown	B	6.20	4.25	No Data Available				
12	Gettysburg	D	4.86	-	4.64	3.78	6.28	-	
13	Gov. Mifflin	E	5.50	No Data Available					
14	Great Valley	B	No Data Available						
15	Hanover Bor.	D	5.70	8.80	5.32	7.16	5.16	-	
16	Hatboro-Hors.	C	7.21	9.30	8.08	6.77	5.97	-	
17	Haverford Twp.	A	No Data Available						
18	Interboro	E	9.40	4.56	8.60	16.15	8.18	7.71	Intermed. School
19	Jenkintown	C	No Data Available						
20	Kennett Con.	B	3.30	2.40	3.22	3.44		-	
21	Lansdowne-A.	A	7.97	10.36	9.58	6.24		-	
22	Lebanon	D	5.84	-	7.76	3.73	4.40	-	
23	L. Moreland	C	5.78	4.50	7.55	4.70	5.04	-	
24	Marple New.	E	6.50	6.92	6.29	6.93	6.28	-	
25	Mechanicsburg	D	3.87	2.86	4.07	3.32	4.24	-	
26	Methacton	C	5.06	No Data Available					
27	Middletown	D	6.46	4.60	7.17	5.82		-	
28	Norristown	A	8.90	7.71	9.75	8.13	8.15	-	
29	North Penn	C	6.06	7.11	6.74	4.98	5.38	-	
30	O.J. Roberts	E	5.92	6.94	6.37	5.40	5.63	-	
31	Oxford Area	B	7.52	-	6.20	-	7.72	9.47	Intermed. School
32	Penn-Delco	E	10.48	9.70	10.52	13.14	7.64	-	
33	Phoenixville	E	6.94	3.60	9.05	6.27	3.98	-	
34	Pottsgrove	C	6.49	7.20	7.48	5.47		-	
35	Pottstown	B	5.94	2.80	5.91	6.91	5.45	3.00	Pre-Kindergarten
36	Radnor	A	6.67	11.50	6.11	4.02	10.37	-	
37	Ridley	B	6.84	9.67	7.79	5.49	6.28	-	
38	Sharon Hill	B	7.18	4.50	6.48	7.82		-	
39	Shippensburg	D	4.48	2.62	5.40	4.37	3.50	-	
40	Souderton	C	6.13	5.77	6.99	5.54	5.16	-	
41	SpringfieldD	B	4.29	-	4.09	4.78	4.12	-	
42	SpringfieldM	A	6.81	9.33	8.12	5.22	6.78	7.75	Pre-Kindergarten
43	Spring-Ford	C	4.90	7.86	5.92	3.92	4.04	-	
44	Swarthmore-R.	A	5.50	15.25	6.58	4.29		-	
45	Tredyffrin-E.	B	6.55	5.00	5.89	6.31	8.27	-	
46	Upper Adams	D	3.93	-	3.00	4.55		-	
47	Upper Darby	A	6.44	6.88	7.52	6.25	4.68	-	
48	Upper Dublin	C	5.21	6.67	5.94	3.88	5.33	-	
49	Upper Merion	E	6.41	8.64	8.06	5.17	4.62	-	
50	U. Perkiomen	C	6.26	4.63	6.26	7.77	5.14	-	
51	Waynesboro	D	5.96	6.25	8.23	5.40	3.08	-	
52	West Chester	B	No Data Available						
53	Wilson	C	4.71	5.57	5.45	3.84	4.13	-	
54	Wissahickon	C	6.21	8.06	6.90	5.57	5.59	-	
55	Yeadon	E	No Data Available						
56	York City	D	8.33	9.25	9.86	6.38	6.60	19.10	Pre-Kindergarten

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Appendix C

RATES OF ABSENCE, 1968-69

All Teachers -- By Attendance Unit

No.	District	Group	Total Leave	Kind.	Elem.	Jr.HS Middle	Sr.HS	Other	
1	Antietam	E	3.13	1.39	4.51	2.01		-	
2	Boyertown	B	2.43	0.30	3.37	1.56	1.83	-	
3	Carlisle	D	2.33	3.11	2.59	2.08	2.39	1.72	Intermed. School
4	Cheltenham	A	4.03	2.47	5.05	3.03	3.87	-	
5	Coatesville	B	3.02	2.83	3.25	2.71	3.16	2.93	Intermed. School
6	Collingdale	B	2.68	3.09	2.55	2.71		-	
7	Cornwall-Leb.	D	No Data Available						
8	Daniel Boone	E	3.62	1.80	2.93	4.35		-	
9	Darby-Colwyn	A	4.62	4.43	5.37	3.24	5.05	-	
10	Derry Twp.	D	2.66	3.09	2.66	2.85	1.95	4.52	Vocational
11	Downingtown	B	3.35	2.30	No Data Available				
12	Gettysburg	D	2.62	-	2.51	2.04	3.40	-	
13	Gov. Mifflin	E	2.97	No Data Available					
14	Great Valley	B	No Data Available						
15	Hanover Bor.	D	3.01	4.65	1.99	3.78	2.72	-	
16	Hatboro-Hors.	C	3.88	5.00	4.35	3.64	3.21	-	
17	Haverford Twp.	A	No Data Available						
18	Interboro	E	4.95	2.40	4.53	8.50	4.31	4.06	Intermed. School
19	Jenkintown	C	No Data Available						
20	Kennett Con.	B	1.78	1.30	1.74	1.86		-	
21	Lansdowne-A.	A	4.28	5.57	5.15	3.36		-	
22	Lebanon	D	3.19	-	4.24	2.03	2.40	-	
23	L. Moreland	C	3.09	2.41	4.04	2.51	2.70	-	
24	Marple New.	E	3.42	3.64	3.31	3.65	3.31	-	
25	Mechanicsburg	D	2.07	1.52	2.18	1.78	2.27	-	
26	Methacton	C	2.72	No Data Available					
27	Middletown	D	3.49	2.49	3.88	3.14		-	
28	Norristown	A	4.84	4.19	5.30	4.42	4.93	-	
29	North Penn	C	3.26	3.82	3.62	2.68	2.89	-	
30	O.J. Roberts	E	3.12	3.65	3.35	2.84	2.96	-	
31	Oxford Area	B	4.04	-	3.33	-	4.15	5.09	Intermed. School
32	Penn-Delco	E	5.60	5.18	5.62	7.02	4.08	-	
33	Phoenixville	E	3.73	1.94	4.87	3.37	2.14	-	
34	Pottsgrove	C	3.47	3.85	4.00	2.92		-	
35	Pottstown	B	3.16	1.49	3.14	3.68	2.90	1.60	Pre-Kindergarten
36	Radnor	A	3.55	6.12	3.25	2.14	5.52	-	
37	Ridley	B	3.68	5.20	4.19	2.95	3.38	-	
38	Sharon Hill	B	3.78	2.37	3.40	4.10		-	
39	Shippensburg	D	2.37	1.41	2.90	2.34	1.88	-	
40	Souderton	C	3.35	3.16	3.82	3.02	2.82	-	
41	SpringfieldD	B	2.31	-	2.20	2.57	2.22	-	
42	SpringfieldM	A	3.63	4.96	4.33	2.77	3.60	4.21	Pre-Kindergarten
43	Spring-Ford	C	2.63	4.22	3.18	2.11	2.17	-	
44	Swarthmore-R.	A	2.93	8.11	3.50	2.28		-	
45	Tredyffrin-E.	B	3.56	2.72	3.20	3.43	4.50	-	
46	Upper Adams	D	2.12	-	1.62	2.46		-	
47	Upper Darby	A	3.46	3.70	4.04	3.36	2.52	-	
48	Upper Dublin	C	2.77	3.55	3.16	2.06	2.84	-	
49	Upper Merion	E	3.47	4.67	4.36	2.80	2.50	-	
50	U. Perkiomen	C	3.29	2.43	3.29	4.09	2.70	-	
51	Waynesboro	D	3.22	3.37	4.45	2.92	1.66	-	
52	West Chester	B	No Data Available						
53	Wilson	C	2.57	3.04	2.98	2.10	2.26	-	
54	Wissahickon	C	3.38	4.38	3.75	3.03	3.04	-	
55	Yeadon	E	No Data Available						
56	York City	D	4.50	5.00	5.33	3.45	3.57	10.32	Pre-Kindergarten

Appendix C

RATES OF ABSENCE, 1968-69

No.	District	Group	Female				Male				All Teachers					
			Total Leave - Pay and No Pay	Total Leave with Pay	Sick Leave with Pay	Personal Leave with Pay	Total Leave - Pay and No Pay	Total Leave with Pay	Sick Leave with Pay	Personal Leave with Pay	Total Leave - Pay and No Pay	Total Leave with Pay	Sick Leave with Pay	Personal Leave with Pay	Bereavement Leave with Pay	Leave Without Pay
1	Antietam	E	3.93	3.65	3.56	0.04	1.24	1.22	1.09	0.02	3.13	2.92	2.82	0.04	0.06	0.21
2	Boyertown	B	2.82	2.75	2.34	0.19	1.83	1.40	1.21	0.07	2.43	2.21	1.89	0.14	0.18	0.22
3	Carlisle	D	2.72	2.72	2.29	0.30	1.70	1.67	1.29	0.25	2.33	2.31	1.90	0.28	0.13	0.02
4	Cheltenham	A	4.42	4.07	3.37	0.61	3.20	2.75	2.17	0.53	4.03	3.65	2.99	0.58	0.08	0.38
5	Coatesville	B	3.50	3.30	2.39	0.65	2.39	2.32	1.63	0.60	3.02	2.88	2.06	0.63	0.19	0.14
6	Collingdale	B	2.68	2.58	2.16	0.34	2.69	2.64	2.17	0.35	2.68	2.60	2.16	0.34	0.09	0.08
7	Cornwall-Leb.	D	No Data Available				No Data Available				No Data Available					
8	Daniel Boone	E	3.35	2.87	2.23	0.49	4.12	3.66	3.05	0.50	3.62	3.14	2.52	0.49	0.13	0.48
9	Darby-Colwyn	A	5.59	5.26	4.69	0.48	3.25	2.96	2.43	0.43	4.62	4.31	3.76	0.46	0.10	0.31
10	Derry Twp.	D	3.24	2.99	2.33	0.45	1.78	1.78	1.46	0.29	2.66	2.51	1.98	0.38	0.14	0.15
11	Downingtown	B	3.79	3.50	3.02	0.42	2.33	2.25	1.93	0.30	3.35	3.12	2.69	0.38	0.05	0.23
12	Gettysburg	D	3.33	3.01	2.59	0.24	1.60	1.46	1.21	0.16	2.62	2.38	2.02	0.20	0.14	0.24
13	Gov. Mifflin*	E	No Data Available				No Data Available				2.97	2.83	2.61	0.09	0.14	0.13
14	Great Valley	B	No Data Available				No Data Available				No Data Available					
15	Hanover Bor.	D	3.79	3.51	3.05	0.32	1.97	1.80	1.14	0.57	3.01	2.77	2.22	0.43	0.11	0.23
16	Hatboro-Hors.	C	4.43	4.36	3.82	0.33	3.05	2.77	2.27	0.43	3.88	3.72	3.19	0.37	0.16	0.16
17	Haverford Twp.	A	No Data Available				No Data Available				No Data Available					
18	Interboro	E	5.97	5.42	5.07	0.23	3.38	3.07	2.88	0.12	4.95	4.49	4.21	0.18	0.10	0.46
19	Jenkintown	C	No Data Available				No Data Available				No Data Available					
20	Kennett Con.	B	1.98	1.96	1.96	0.0	1.41	1.26	1.11	0.09	1.78	1.72	1.67	0.03	0.02	0.05
21	Lansdowne-A.	A	4.91	4.71	4.09	0.39	2.93	2.87	2.51	0.30	4.28	4.12	3.59	0.36	0.17	0.16
22	Lebanon	D	3.93	3.26	3.11	0.01	2.09	1.93	1.82	0.0	3.19	2.72	2.59	0.01	0.12	0.46
23	L. Moreland	C	3.60	3.56	3.04	0.44	2.13	2.05	1.59	0.22	3.09	3.04	2.54	0.36	0.13	0.06
24	Marple New.	E	3.55	3.35	2.90	0.31	3.10	3.07	2.51	0.35	3.42	3.26	2.79	0.32	0.15	0.16
25	Mechanicsburg	D	2.21	1.94	1.79	0.10	1.87	1.81	1.61	0.12	2.07	1.88	1.72	0.11	0.05	0.18
26	Methacton	C	3.37	3.03	2.62	0.21	1.89	1.84	1.55	0.21	2.72	2.50	2.15	0.21	0.15	0.22
27	Middletown	D	3.68	3.64	2.92	0.68	3.12	3.12	2.27	0.73	3.49	3.46	2.70	0.70	0.07	0.03
28	Norristown	A	5.21	5.00	4.22	0.57	3.85	3.77	3.19	0.53	4.84	4.66	3.94	0.56	0.17	0.18

* Data include Specialists and Administrators.

Appendix C

RATES OF ABSENCE, 1968-69

No.	District	Group	Female				Male				All Teachers					
			Total Leave - Pay and No Pay	Total Leave with Pay	Sick Leave with Pay	Personal Leave with Pay	Total Leave - Pay and No Pay	Total Leave with Pay	Sick Leave with Pay	Personal Leave with Pay	Total Leave - Pay and No Pay	Total Leave with Pay	Sick Leave with Pay	Personal Leave with Pay	Bereavement Leave with Pay	Leave Without Pay
29	North Penn	C	3.88	3.57	3.19	0.28	1.95	1.90	1.66	0.15	3.26	3.03	2.70	0.24	0.10	0.22
30	O.J. Roberts	E	3.61	3.37	2.63	0.61	2.31	2.16	1.53	0.50	3.12	2.91	2.21	0.57	0.14	0.20
31	Oxford Area	B	4.98	4.16	3.29	0.66	2.92	2.62	2.11	0.45	4.04	3.46	2.75	0.57	0.14	0.59
32	Penn-Delco	E	No Data Available				No Data Available				5.60	5.24	5.01	0.10	0.12	0.36
33	Phoenixville	E	4.23	3.95	3.59	0.22	2.46	2.36	2.00	0.27	3.73	3.50	3.14	0.23	0.13	0.23
34	Pottsgrove	C	4.31	3.75	3.19	0.45	2.37	2.30	1.71	0.42	3.47	3.12	2.55	0.44	0.13	0.35
35	Pottstown	B	3.43	2.99	2.76	0.12	2.63	2.57	2.29	0.16	3.16	2.85	2.60	0.13	0.11	0.31
36	Radnor	A	4.16	3.86	3.53	0.23	2.24	2.18	1.89	0.19	3.55	3.33	3.01	0.21	0.11	0.22
37	Ridley	B	4.41	4.07	3.78	0.11	2.31	2.30	1.99	0.19	3.68	3.45	3.15	0.14	0.16	0.23
38	Sharon Hill	B	3.07	2.65	2.51	0.12	4.76	4.76	4.34	0.37	3.78	3.53	3.28	0.22	0.03	0.25
39	Shippensburg	D	2.84	2.54	2.30	0.07	1.72	1.71	1.55	0.09	2.37	2.18	1.98	0.08	0.12	0.20
40	Souderton	C	4.10	3.87	2.96	0.73	2.24	2.09	1.45	0.50	3.35	3.14	2.37	0.64	0.16	0.20
41	SpringfieldD	B	2.53	2.37	2.08	0.14	1.88	1.87	1.60	0.15	2.31	2.20	1.92	0.14	0.14	0.11
42	SpringfieldM	A	4.00	3.51	3.35	0.03	2.86	2.64	2.50	0.03	3.63	3.23	3.07	0.03	0.10	0.40
43	Spring-Ford	C	2.87	2.78	2.23	0.41	2.21	2.14	1.50	0.53	2.63	2.56	1.97	0.45	0.14	0.08
44	Swarthmore-R.	A	3.69	3.31	3.13	0.05	1.64	1.49	1.03	0.07	2.93	2.63	2.35	0.06	0.23	0.29
45	Tredyffrin-E.	B	3.91	3.70	2.77	0.85	2.69	2.62	1.96	0.49	3.56	3.39	2.54	0.75	0.11	0.17
46	Upper Adams	D	2.45	2.25	1.94	0.23	1.60	1.45	1.34	0.10	2.12	1.94	1.71	0.18	0.06	0.18
47	Upper Darby	A	4.10	3.70	3.30	0.30	2.24	2.19	1.88	0.19	3.46	3.21	2.81	0.28	0.12	0.25
48	Upper Dublin	C	3.11	2.83	2.57	0.21	2.09	1.99	1.73	0.18	2.77	2.55	2.29	0.20	0.06	0.22
49	Upper Merion	E	4.09	3.65	3.21	0.33	2.30	2.30	1.90	0.26	3.47	3.18	2.76	0.30	0.12	0.29
50	U. Perkiomen	C	3.70	3.20	2.91	0.14	2.69	2.53	2.33	0.17	3.29	2.93	2.68	0.15	0.10	0.37
51	Waynesboro	D	4.19	3.29	3.15	0.08	1.63	1.54	1.36	0.07	3.22	2.63	2.47	0.08	0.08	0.59
52	West Chester	B	No Data Available				No Data Available				No Data Available					
53	Wilson	C	2.86	2.67	2.28	0.22	2.11	1.80	1.34	0.34	2.57	2.33	1.92	0.27	0.14	0.24
54	Wissahickon	C	3.79	3.47	2.94	0.53	2.55	2.50	2.14	0.36	3.38	3.15	2.67	0.47	0.0	0.23
55	Yeadon	E	No Data Available				No Data Available				No Data Available					
56	York City	D	5.14	4.69	4.11	0.43	3.24	3.15	2.27	0.83	4.50	4.17	3.49	0.56	0.12	0.34

Appendix D

FORMS AND RECORDS FOR LEAVES OF ABSENCE

Considerable interest has been expressed by district administrators regarding forms and records for reporting and recording leaves of absence. The following copies of forms were selected from among those utilized in council districts during 1969-70:

I—Illness
B—Business (Pay Loss)
A—Administrative Approval
D—Death in Family

SHARON HILL SCHOOL DISTRICT

RECORD OF EMPLOYEE ABSENCE

Cumulative Days Brought Forward .....

Name ..... 19..... 19.....

	I	B	A	D	Total	Over
September						
October						
November						
December						
January						
February						

	I	B	A	D	Total	Over
March						
April						
May						
June						
July						
August						

Name ..... Marital Status ..... Social Security No. .....

Local Address ..... Phone ..... Permanent Address ..... Phone .....

Date of Entrance to Retirement Ass'n ..... Age at Entrance ..... Date of Birth ..... Retirement No. .....
Do not fill in this space

Years of Teaching, including present term—Total ..... (In Pencil), In Coatesville Area ..... (In Pencil) Date started in Coatesville Area .....

CERTIFICATION RECORD

Name of Pennsylvania Certificates	Number	Branches Specified	Date of Issue	Date of Expiration	Date of Renewal

PROFESSIONAL EXPERIENCE RECORD (Other than Coatesville)

From (Yr.)	To (Yr.)	No. of Years	Location—District and State	Title:—Teacher, Supv., Prin., etc.	Kind of School—Elem., Jr.H.S., High	Grades Taught	Subjects Taught	Mons. in Term	Salary Per Yr.

EXPERIENCE IN LOCAL SCHOOLS (Include Present Term)

From (Yr.)	To (Yr.)	No. Yrs.	School	Grades or Subjects Taught

EXTRA-CURRICULAR ASSIGNMENTS

LEAVES OF ABSENCE

Type of Leave	From	To

Do not fill in this space

Date of Leaving Coatesville .....

Reason for Leaving: .....

.....

.....

REMARKS:

EDUCATIONAL RECORD

	Name	Institution Attended Town and State	From(Yr.) To(Yr.) Attended	No. of Years	Nature of Course— Give Majors and Minors for Col. and Grad. Sch.	Semester Hours or Degree Earned
Elementary School						
High School						
Normal, Tch. Sch. or College						
Graduate School						
Semester Hours beyond Last Degree earned						
Contributing Job Experience other than Teaching						

DEPENDANTS

Relationship	Name	Date of Birth

ANNUAL SALARY

	Base Salary	Other Salary	Total Salary
1965 - 66			
1966 - 67			
1967 - 68			
1968 - 69			
1969 - 70			
1970 - 71			
1971 - 72			
1972 - 73			
1973 - 74			
1974 - 75			
1975 - 76			
1976 - 77			
1977 - 78			
1978 - 79			
1979 - 80			

REMARKS:

GOVERNOR MIFFLIN JOINT SCHOOLS

EMPLOYEES RECORD

Mr.
Miss _____ Date of Birth _____
Mrs. Last Name First Middle(Maiden)

Address _____ Telephone No. _____

EDUCATION:

School	Location	From Month	From Year	To Month	To Year	Degree Credits

PROFESSIONAL EXPERIENCE:

School	Location	From Month	From Year	To Month	To Year	Years Experience

CERTIFICATION (Certificate):

Type	Number	Date Issued	Reg. in County Off.

Major Subjects _____
Minor Subjects

RETIREMENT-SOCIAL SECURITY, ETC.:

Retirement Contract No. _____ Rate _____ Member-Integrated Soc.Sec. & Retirement? _____

SALARY RECORD: Soc.Sec.No. _____ Loyalty Oath Filed _____

Year	1959-60	1960-61	1961-62	1962-63	1963-64	1964-65	1965-66	1966-67	1967-68	1968-69
Base										
Extra										
Total										
Year	1969-70	1970-71	1971-72	1972-73	1973-74	1974-75	1975-76	1976-77	1977-78	1978-79
Base										
Extra										
Total										

Extra Pay Explanation _____

90

NAME _____

PERSONAL and FAMILY (Include all members of household):

Name	Birth Date	

SICK LEAVE RECORD - ABSENCES AND ACCUMULATIONS:

Year	1959-60	1960-61	1961-62	1962-63	1963-64	1964-65	1965-66	1966-67	1967-68	1968-69
Days Absent										
Sick Leave										
S.L. Accum										
Year	1969-70	1970-71	1971-72	1972-73	1973-74	1974-75	1975-76	1976-77	1977-78	1978-79
Days Absent										
Sick Leave										
S.L. Accum										

IN SERVICE TUITION PAYMENT:

School and Course	Number Credits	Date App.	Amount	Date Paid

HONORS, ARTICLES PUBLISHED, SPECIAL COMMUNITY SERVICE, CONFERENCES, Etc.:

TEACHER'S RECORD
POTTSTOWN SCHOOL DISTRICT
Pottstown, Penna.

Name

Date of Birth ..... Place of Birth ..... Citizenship .....

Local Address (use pencil) ..... Phone No. .....

Next of Kin: Name ..... Address ..... Phone No. .....

Certificate: Record number, type (kind), date issued, by whom signed, expiration date, date renewed, and exact certification as recorded on certificate.

Grade or Subject Preferred .....

Began Teaching in Pottstown .....

Reason ..... Left-Date .....

EXPERIENCE OUTSIDE OF POTTSTOWN

Year	School or Employer	City or District — State	Nature of Service— Grade, Subject, etc.	Length of Service Yrs.	Length of Service Mos.	Monthly Salary	Yearly Salary

EXPERIENCE IN LOCAL SCHOOLS

Year	Building	Position, Subject or Grade	Year	Building	Position, Subject or Grade

Remarks: 92

EDUCATIONAL PREPARATION

Under the heading "School," column one, list schools attended in the following order: Elementary (public or private), high school or preparatory school, normal school, college or university. List all schools in chronological order of attendance, including summer and extension work.

School	Date Entered	Date Left	Total Months	Name and Location of School	Course Completed	Year Graduated	Degree Diploma

POTTSTOWN SCHOOL DISTRICT
POTTSTOWN, PA.

Request for Conditional Leave

Date Submitted _____ 19___

Name _____ School _____

Number of years of consecutive service with the Pottstown School District _____
Dates for which conditional leave is requested _____

Conditional leave is requested for: (Check one that applies. Only those reasons listed below will be approved.)

_____ Disaster to home or personal property.
_____ Serious accident or illness to a member of the immediate family.
_____ Surgical operation to be performed on a member of the immediate family.
_____ Birth of a child to wife.
_____ Graduation of a member of the immediate family from a post-high school educational institution. (One day. One additional day if college located more than 300 miles from Pottstown.)
_____ Marriage of a member of the immediate family.
_____ Taking son or daughter to a college or university for an interview for admission purposes.
_____ Taking son or daughter to a college or university at the beginning of the academic year. (One day. One additional day if college located more than 300 miles from Pottstown.)
_____ Funeral of close friend. (Funeral to take place more than 50 miles from Pottstown.)
_____ Son or daughter leaving for overseas military service. (One day. One additional day if point of departure more than 300 miles from Pottstown.)
_____ Appearance as a plaintiff, defendent or witness in a legal case not school connected.
_____ Inclement weather, when conditions prevail that make it impossible for the employee to be present to perform his duties. Inclement weather shall include only completely impassable roads or major disasters such as floods and severe ice storms. (One day.)
_____ Returning son or daughter from college or university at the end of the academic year. (One day.)

_____
Signature

Received by Principal _____ Date _____

Approved by Superintendent _____ Date _____

Number of days of conditional leave available to each school employee is as follows:

1. Two (2) days beginning with the first through the ninth consecutive years of service with the school district.
2. Three (3) days beginning with the tenth year through the nineteenth year of consecutive service with the school district.
3. Four (4) days beginning with the twentieth year of consecutive service with the school district.

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(Employee's Copy)

Revised 7-9-68

Carlisle

ABSENTEE RECORD CARD

Name

Sch. Yr.	Days Credit	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total	Accum. Bal.

Record Absentees Thus:—3-S, 3-D, 3-O, etc.

S—Sickness; D—Death in Family; O—Other Causes; E—Emergency

LEBANON SCHOOL DISTRICT
RECORD OF ABSENCE

NAME

BUILDING POSITION

SICK LEAVE ACCUMULATION

19 - 19

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	BEGIN YEAR
JULY																																
AUGUST																																
SEPTEMBER																																
OCTOBER																																
NOVEMBER																																
DECEMBER																																
JANUARY																																
FEBRUARY																																
MARCH																																
APRIL																																
MAY																																
JUNE																																END YEAR

CODE

- ½ DAY SICK
- DAY SICK
- ½ DAY EXCUSED ABSENCE
- DAY EXCUSED ABSENCE
- ½ DAY DEDUCT
- DAY DEDUCT
- FAMILY DEATH

Appendix E

BIBLIOGRAPHY

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Wilson, Leslie A., The Dollar Value of Fringe Benefits, New York: Columbia U., 1962.

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Appendix F

MEMBER SCHOOL DISTRICTS

Group A, Founded 1943

Abington Twp.
Cheltenham Twp.
Darby-Colwyn*
Haverford Twp.
Lansdowne-Aldan
Lower Merion
Norristown Area
Radnor Twp.
Springfield Twp.
Swarthmore-Rutledge
Upper Darby Twp.

* Interim Member

Group B, Founded 1950

Boyertown Area
Coatesville Area
Collingdale
Darby Twp.
Downingtown Area
Great Valley
Kennett Consolidated
Oxford Area
Pottstown
Ridley
Sharon Hill
Springfield
Tredyffrin-Easttown
West Chester Area

Group C, Founded 1966

Colonial
Hatboro-Horsham
Jenkintown
Lower Moreland Twp.
Methacton
North Penn
Perkiomen Valley
Pottsgrove
Souderton Area
Spring-Ford Area
Upper Dublin
Upper Perkiomen
Wilson
Wissahickon

Group D, Founded 1958

Carlisle Area
Chambersburg Area
Cornwall-Lebanon
Derry Twp.
Gettysburg Area
Hanover Borough
Harrisburg
Lebanon
Mechanicsburg Area
Middletown Area
Shippensburg Area
Upper Adams
Waynesboro Area
West Shore
York City

Group E, Founded 1958

Antietam
Chester City
Chichester
Daniel Boone Area
Governor Mifflin
Interboro Joint
Marple Newtown
Owen J. Roberts
Penn-Delco Union
Phoenixville Area
Rose Tree Media
Unionville-Chadds Ford
Upper Merion Area
Yeadon